

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Paraeducator- Speech	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	March 24, 2010	<b>SALARY:</b>	G-29/CSEA 125 Salary Schedule

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**BASIC FUNCTION:**

Under general direction of an assigned supervisor or designee, assist a certificated teacher or specialist in providing instruction and/or therapy to a diverse range of individual or small groups of students with speech, language, voice and fluency communication disorders; monitor and report student progress toward individualized educational program objectives to assist in implementing, continuing or expanding practices to raise student achievement; perform a variety of clerical and student assistance duties as assigned.

(Note: the majority of these positions shall be assigned to designated instruction services to assist speech language specialists and may be at a different site than certificated staff.)

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Tutor and provide therapy to a diverse range of individual or small groups of students with communication disorders; monitor practices and related activities under indirect supervision to assist in implementing, continuing or expanding practices to raise student achievement. *E*

Introduce and monitor instructional plans developed by the teacher and/or specialist; maintain accurate daily records of student performance under indirect supervision. *E*

Accompany students between assigned locations within educational setting and supervise student in multiple learning environments such as field trips and work settings to assist students to demonstrate the character and competencies for workplace success. *E*

Assist with administering and scoring assessment instruments. *E*

Participate in Individualized Family Service Plan/Individual Plan (IFSP/IEP) or staff meetings, and follows procedures specific to IFSP/IEP process to assist students to achieve their personal best. *E*

Assist the teacher and/or specialist in providing public relations linkage with a diverse range of people such as establishing collaborative relationships with staff members, families, students and local community to assist in expanding practices proven to raise student achievement. *E*

Prepare and support students' use of communication behaviors in general education classrooms. *E*

Participate in meetings and in-service training. *E*

Provide support to teacher by setting up work areas, displays, and classroom; operate audio-visual and training equipment; distribute and collect papers and supplies to provide students access to high quality options and a variety of activities. *E*

Ensure health and safety of students and assist in maintaining a clean and orderly learning and working environment. *E*

Inform teacher and/or specialist of possible need for referral for non-emergency health related evaluations such as eye or ear exams. *E*

Assist students with personal hygiene; wash hands and faces as needed. *E*

Perform specialized duties to assist in educating students at a high level including but not limited to: assist students in maintenance of augmentative communication devices; assist in family education programs; assist pre-speech oral stimulation activities; assist students in using basic non-verbal and verbal communication related to daily functional skills. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school, 48 college units or NCLB (No Child Left Behind) compliant with two years of a college credit program in the area of Communicative Disorders; and some experience working with students with speech disorders.

**LICENSES AND OTHER REQUIREMENTS:**

First Aid Certificate; certificate of completion of CPR training; valid California Driver's License

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Special needs, issues and requirements of students with communication disorders
- Basic subjects taught in District schools.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Reading and writing communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Safe practices in classroom and playground activities.
- Basic computer skills.

**ABILITY TO:**

- Communicate with teacher and or specialist using terminology associated with common characteristics and management of various communication disorders.
- Recognize acceptable and unacceptable speech and language productions.
- Understand and implement phases of instructions and components of instructional plans.
- Manage student behavior or social interaction, and learning environment.
- Use recording, charting and graphic techniques.
- Encourage and welcome valuable participation of family in educational process.
- Assist students in using newly learned communication skills in the classroom, playground and community.
- Communicate, understand and follow both oral and written directions effectively.
- Establish and maintain effective working relationships with a diverse range of people.
- Learn new or updated computer system/programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Special education classroom or other learning environment; potential exposure to and contact with bloodborne pathogens; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, monitor students during classroom activities; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; bending at the waist; kneeling or crouching; walking and standing for extended periods of time; dexterity to operate specialized equipment or office equipment.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E= Essential Functions***