

PLEASE POST

PLEASE POST

PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry St
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

***THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT
INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES***

POSITION: Speech-Language Pathology Assistant

SALARY: To Be Determined

REPORTS TO: Special Education Department

PURPOSE STATEMENT

Under supervision of Language, Speech, and Hearing Therapists, completes a variety of tasks such as activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities; performs related duties as assigned.

DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Conducts speech and language screenings, without interpretation, and uses screening protocols developed by the Language, Speech, and Hearing Therapists;
- Provides direct treatment assistance to students at various school sites; follows and implements documented treatment plans or protocols; documents student progress toward meeting established objectives and reports the information to therapists; assists the therapists during assessments by assisting with documentation and completing billing for students receiving direct therapy;
- Prepares therapy materials such as visual boards, word walls, communication boards, and/or equipment for use in therapy activities;
- Programs and troubleshoots Augmentative and Alternative Communication (AAC) devices; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities; assists in maintaining student records, tallying data, preparing charts, records, graphs and reports;
- Observes and reports significant behavioral patterns or other problems to the therapists;
- Assists in maintaining appropriate behavior between activities;
- Prepares various teaching materials such as charts, pictures, word lists, and other related items.

- Collaborates with Supervising Speech Pathologist
- Attends Case Conferences
- Attends to other duties as assigned

QUALIFICATIONS

- Associate of arts degree in speech-language pathology or communication disorders, or graduation from a speech- language pathology assistant program; current registration as a Speech-Language Pathology Assistant (SLPA) issued by the State of Indiana and prior SLPA experience in educational or clinical settings is preferred.
- Knowledge of Speech and language pathology equipment, materials, and procedures; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation; terminology related to communicative disorders; learning patterns in children; student behavior management techniques and strategies; learning difficulties of children with special education needs; AAC devices and other assistive technology; English usage, punctuation, spelling, and grammar; basic math skills; routine office procedures and recordkeeping; standard software applications including iPad applications.
- Skill and Ability to deal effectively with attitudes and behaviors of students; use a variety of screening tools and protocols; appropriately administer and score screening tools; provide effective implementation of therapy objectives; interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds; work independently with minimal supervision; maintain and troubleshoot assistive equipment; communicate effectively in oral and written form; operate a computer and iPad using standard software applications; react with flexibility and sensitivity to changing situations and needs; organize and prioritize work; effectively carry out written and oral instructions; maintain cooperative work relationships.

ESSENTIAL FUNCTIONS:

- Ability to speak in a clear and concise manner;
- Ability to interpret data;
- Ability to organize and maintain efficiency;
- Ability to work independently and effectively;
- Ability to meet daily attendance requirements

EVALUATION:

Performance of this position will be evaluated by the Director or Associate Director of Special Education

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Clearances

- Background Check

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
900 Gerry St
Gary, IN 46406

Human Resources Department
Certified: April 15, 2020

EQUAL OPPORTUNITY EMPLOYER