

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION: Speech Pathologist Assistant

IMMEDIATE SUPERVISOR: Director of Pupil Services

FLSA STATUS: Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by JCBOE

SALARY: Pursuant to WV Code §18A-4-2, in accordance with Jefferson County Teacher Salary Schedule, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated by the building administrator to which the employee is assigned and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy

JOB SUMMARY: Provide appropriate occupational therapy services to students and ensure that each student's educational plans are being followed.

PERFORMANCE RESPONSIBILITIES:

- Respond to student's questions with explanations
- Utilize courses of study, IEP objectives and professional manuals currently available in appropriate areas
- Be knowledgeable of objectives for the students assigned
- Develop daily lesson plans that address the IEP objectives
- Demonstrate technical accuracy of presented subject matter
- Develop long and short range goals for student's IEP
- Administer and interpret occupational therapy evaluations including developmental level, status of sensory-motor system, musculoskeletal system, and self help skills
- Obtain necessary medical background on each referral
- Participate in SAT meetings as needed
- Motivate students to become active participators in activities
- Follow county discipline plan
- Strive to motivate students
- Establish a good rapport with students
- Exhibit mature judgment in dealing with students
- Display self control
- Provide the comfort and safety of students
- Prepare thorough daily lesson plans for IEP objective
- Demonstrate the appropriate use of instructional aides/tools
- Demonstrate the appropriate use of equipment
- Use community resources effectively
- Employ a variety of appropriate therapeutic techniques

- Provide for individual difference of students
- Encourage students to assume responsibility and be cooperative
- Plan carefully to meet both long-term and short-term goals
- Use therapy and office time effectively
- Measure student progress in regard to mastery of IEP objectives in programs of study
- Assess student accomplishments on a regular basis and provide progress reports as required
- Inform parents on a periodic and continuing basis of student performance
- Recognize students with special problems and make referrals to specialists
- Accept and use innovative programs and methods
- Maintain and upgrade professional skills by involvement in the following: staff development, reading professional articles, advanced degrees, research, and professional associations
- Attend and conduct informational parent-therapist conferences
- Work cooperatively with administration
- Attend staff meetings
- Maintain productive pupil-therapist relationships
- Use discretion and consideration in speaking of school and colleagues
- Submit reports with accuracy and promptness
- Be punctual to work, student sessions, and meetings
- Comply with school and county policies and regulations
- Respect confidentiality of school records and related information
- Demonstrate professional attitude by responding to suggestions and constructive criticism in a positive manner
- Any other duties as assigned by immediate supervisor

QUALIFICATIONS:

Valid state certification requirements licensing the individual to work in the specialization, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described 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.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.