

Job Description

TITLE: Speech Assistant

QUALIFICATIONS: Type 10 or Type 73 Illinois Certificate as a Speech Therapist

REPORTS TO: Director and Coordinator

FUNCTION: To provide speech therapy services to identified students three to twenty-one years old so that speech and language development can be enhanced.

RESPONSIBILITIES:

A. Instructional Planning

1. Plans and prepares for classes and students assigned.
2. Provides written IEP's on each student.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilized approved curriculums and approve courses of study.
2. Strives to improve expertise in area of specialization.

C. Instructional Methods and Practices

1. Participants in multidisciplinary conferences including placement, IEP and annual reviews.
2. Develops and maintains a classroom environment conducive to effective learning.
3. Provides appropriate diagnostic testing, identifies student capabilities and monitors student progress on a regular basis.
4. Maintains accurate and complete records as required by law and Kendall County Special Education Cooperative guidelines.
5. Communicates with parents on an individual or small group basis.
6. Consults with appropriate professional staff regarding student educational and therapy program.

7. Participates in home visits and/or consults with parents.
8. Participates in early childhood and other screenings as needed.
9. Participates in and observes classroom activities of students on case load.
10. Provides direction and guidance to teacher's aide or speech assistants (when assigned).

D. Classroom Management

1. Establishes and maintains orderly classroom behavior.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

E. Relationships with Students, Parents and Staff

1. Works to establish and maintain open, positive lines of communication with students and their parents concerning speech therapy.
2. Establishes and maintains cooperative relations with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

F. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
3. Performs other duties as assigned by the Kendall County Special Education Cooperative administration.
4. The teacher exhibits professionalism and commitment through punctuality and attendance.

EVALUATION: Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member, Director or Coordinator and shall be an ongoing process.

