

Wachusett Regional School District

INSTRUCTIONAL SUPPORT

JOB DESCRIPTION

TITLE:

Speech Assistant

QUALIFICATIONS:

A Bachelor's degree from an accredited college or university is preferred. Prior experience providing speech services to students at the direction of a certified Speech Therapist, is preferred. Background in education and/or communications preferred.

REPORTS TO:

Building Principal or designee

PERFORMANCE EVALUATION:

The Speech Assistant shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Speech Assistant shall work with the school staff and speech therapist to reduce or eliminate speech, language, and hearing impediments that interfere with the individual student's ability to derive full benefit from the school's educational program.

In order to meet this responsibility, the Assistant shall:

1. Assist the Speech Therapist in screening all referrals from Principals, Teachers, and Special Education personnel;
2. Work with principals on scheduling students with speech and language problem;

3. Assist the Speech Therapist in the evaluation and enrollment of students with speech problems in accordance with applicable state and federal regulations, as well as participate in evaluation meetings, if required;
4. Keep thorough records on all speech and language students to whom the Assistant provides services;
5. Assist the Speech Therapist in assessing student progress and preparing written reports as required;
6. Counsel with colleagues, students, and parents on a regular basis;
7. If necessary, participate in Preschool and Kindergarten Screening programs with Speech Therapists;
8. Assist the administration in implementing District goals and policies related to the educational and operational needs of the District;
9. Attend staff or team meetings as required; and
10. Perform any other related task or duty at the direction of the building principal, supervisor of special education or designee.

SUPERVISES:

Children as assigned by the Building Principal

Updated: 04/24/97
Revised: 08/05/03

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 08/05/03