



## David Douglas School District #40

### Classified Job Description

#### **INSTRUCTIONAL ASSISTANT – SPEECH & LANGUAGE**

Schedule: 6 hours per day, 9 months per year  
Class: Class 18

#### **POSITION PURPOSE**

To assist Speech Language Pathologist and teachers in instructional activities and working with students with special needs to help them achieve skill levels not possible for them in a regular classroom setting. This position will focus on working with students who have multiple disabilities.

#### **NATURE AND SCOPE OF RESPONSIBILITIES**

- Assist the teacher in the instruction of students with special needs and at varying grade levels
- Instruct students in groups or individually
- Assist the teacher in monitoring and documenting the progress of students in reaching the goals and objectives on each student's Individualized Education Program
- Provide input to the teacher on planning lessons and evaluating results
- Perform other tasks to assist the teacher, such as grading papers, putting data into the computer, and preparing teaching materials
- For students with special needs, duties may include providing for students' personal care needs (i.e. wheelchair transition, bathroom needs, recording medical and personal care needs, physical movement and lifting of students, etc.)
- Assist in supervision of students in the classroom as well as other settings, such as the cafeteria, playground, bus loading and unloading
- Perform other duties, as assigned
- Specific duties may include but not limited to:  
Providing direct treatment assistance, excluding dysphasia to clients identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP; document client progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and report this information to the supervising speech-language pathologist; and assist the speech-language pathologist with materials and with other clerical duties as specified by the supervising speech-language pathologist

#### **QUALIFICATIONS**

- Has 2 years' experience working with students with developmental delays and/or disabilities
- Has current certification for Speech-Language Pathology Assistant license as set forth by the state of Oregon Board of Examiners for Speech-Language Pathology and Audiology; or
- Has applied and has been granted certificate under the Grandparenting Certification Clause – Oregon Board of Examiners for Speech-Language Pathology and Audiology
- Ability to project a pleasant manner and relate well to students and their requests for assistance
- Bilingual preferred
- Flexibility and patience in supervising and instructing students with a variety of skill levels
- An understanding of and empathy for students with special needs and familiarity with techniques for instruction and assistance
- Ability to plan and organize materials for use in instruction
- Ability to work harmoniously with others and to communicate appropriately and effectively, both orally and in writing, with students, parents, and staff
- Ability to maintain a high level of ethical behavior and confidentiality of information about students and staff

**ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting of up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.