

LAKE COUNTY EDUCATION SERVICE DISTRICT
JOB DESCRIPTION
SPEECH LANGUAGE PARAPROFESSIONAL

GOAL

To support children who are receiving teletherapy for speech language pathology.

QUALIFICATIONS

- high school diploma or equivalent
- instructional skills appropriate for the students and materials as assigned
- valid driver's license
- previous experience with children preferred
- background check
- drug test

PERSONAL QUALITIES

- high level of ethical behavior and confidentiality
- interact with the public tactfully and courteously
- ability to work cooperatively with ESD staff and Community School District
- Communication skills, both verbal and written

RESPONSIBILITIES

- project a positive role model to children
- assist children in transferring from classroom to therapy session
- perform clerical duties including typing, filing, correcting assignments, and keeping appropriate records as requested by the speech language pathologist
- use initiative as the situation requires
- maintain regular communication with ESD superintendent and office manager
- provide campus supervision consistent with other school staff

SUPERVISOR

- Superintendent

SALARY AND WORK YEAR

- Placed on the classified salary schedule with advancement as provided in policy
- number of hours and days per year as defined in letter of assignment*
- six month probationary period
- Public Employees Retirement System 6%r portion paid by ESD
- insurance, travel, paid leave, and professional development benefits as enunciated in policy
- paid holidays

EVALUATION

- annual evaluation based on job description, agency goals, and personal professional development goals and conducted according to adopted Board policies, state laws, and regulations.
- probationary employees will be evaluated twice during the probationary period.

Lake County Education Service District practices equal employment opportunity and treatment regardless of race, national origin, religion, sex, age, marital or parental status and disability if the disability does not preclude performance of bona fide requirements of the position with or without reasonable accommodation. This ESD considers the use or abuse of drugs or alcohol on the job by employees to be an unsafe and detrimental work practice.