

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

SECTION:	400 – PERSONNEL & EMPLOYEE RELATIONS	CODE:	AP 480.19
PROCEDURE:	SPEECH & LANGUAGE EDUCATIONAL ASSISTANT		

1. **Immediate Supervisors:** Principal and Speech Language Pathologist

2. **Primary Function**

To provide speech and language intervention services to eligible students under the direction of the school division's registered Speech-Language Pathologist (SLP). To maintain speech and language documentation as directed by the SLP.

3. **Minimum Qualifications**

3.1. High school diploma or equivalent.

3.2. A post-secondary certificate in a related course, such as Speech and Language Educational Assistant course, Teacher Associate Course, Early Childhood Education, or a Special Care Course, will be beneficial, although not required.

3.3. Strong interpersonal and organizational skills and the willingness to learn.

4. **Knowledge, Skills and Abilities**

4.1. Follows instructions willingly, able to meet deadlines, and is loyal, honest, punctual and dependable.

4.2. Ability to establish and maintain a positive rapport and effective working relationships with students, parents, school division staff and health care professionals.

4.3. Ability to work with limited supervision.

4.4. Competent written and verbal communication skills to work with students and to provide feedback to the SLP.

4.5. Good observation, articulation and listening discrimination skills.

4.6. Ability to demonstrate sensitivity and respect towards students with widely varied backgrounds and abilities.

4.7. Flexibility and patience in adapting style of presentation to suit the varied needs of students being served.

4.8. Participate in related in-service training.

4.9. Maintain strict confidentiality of all information pertaining to the child and school.

4.10. Physical capability to perform the job duties.

4.11. Perform such other related duties as may be assigned by the principal or SLP.

5. **Performance Responsibilities**

- 5.1. Provide corrective therapy programs as prescribed by the supervising SLP.
- 5.2. Prepare materials in accordance with established goals to be used with students on the caseload.
- 5.3. Keep accurate records of student progress via recording sheets, progress notes and charting data.
- 5.4. Direct all inquiries concerning the students' program to the school principal and supervising SLP.
- 5.5. Inform the school principal and SLP of all queries made regarding a student.
- 5.6. Meet regularly with the SLP to discuss student progress and therapy implications.
- 5.7. Develop therapy schedules in collaboration with the SLP and school staff and distribute copies to the school principal and classroom teachers.
- 5.8. Notify the school principal when ill.
- 5.9. Perform other job-related duties as assigned.

6. Terms of Employment

Academic Year

7. Confidentiality

- 7.1 At no time should the Educational Assistant discuss in public information pertaining to employees, students or the operation of the school division. The Educational Assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Date Issued: August 23, 2007

Date Revised: May 14, 2010
January 3, 2014