

JOB DESCRIPTION
Nogales Unified School District #1

AIDE-SPEECH

Purpose Statement:

The job of AIDE-SPEECH is done for the purpose/s of assisting in the assessment of students' development and/or behavioral needs; implementing plans for remediation; and providing information to teachers, parents and/or other personnel as required.

This job reports to STUDENT SERVICES DIRECTOR

Essential Functions

- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluation of students' progress and/or implementing students' objectives.
- Evaluates students for the purpose of determining the need for further individualized assessment.
- Prepares subject specific lessons appropriate for individuals or small groups for the purpose of implementing goals for remediation of speech and language deficits.
- Provides direct instructional services to students under the supervision of the Speech & Language Pathologist for the purpose of implementing goals for remediation of math, language, and reading deficits.
- Researches resources and methods (e.g. intervention and instructional techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate instructional approach for students.
- Responds to inquiries for the purpose of solving problems, providing information and/or referral.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing records/materials.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities bilingual (english/spanish) helpful

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize specific, job-related equipment. In working with others, Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

ParaPro Test or meet alternate requirements

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 2

Job description available upon request