



SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

INTERNAL/EXTERNAL POSTING No. 20-032E

UNION VACANCY NOTICE

November 13, 2019

Date of Distribution

TO: Construction, Maintenance and Allied Workers, Local 2423

Applications are invited for the following position as detailed below:

EFFECTIVE DATE: **Immediately**

DESCRIPTION: **Speech Language Assistant
Six (6) hours per day
Four (4) days per week**

LOCATION: **District**

HOURLY RATE: **\$ 24.02 per hour**

DEADLINE DATE: **November 20, 2019 at 2:00 p.m.
(Applications will not be considered after 2:00 p.m.)**

Major Duties/Qualifications: Classification Description attached
*Must be prepared to enroll in, be enrolled in or have completed the Speech Language Pathologist Assistant course

Please direct all applications to: Secretary-Treasurer
School District No. 78 (Fraser-Cascade)
650 Kawkawa Lake Road
Hope, B.C. V0X 1L4
Fax (604-869-7400)
Phone (604-869-2411)
Email: ashley.limb@sd78.bc.ca

PLEASE POST ON SCHOOL BULLETIN BOARD

Notation: Only the successful internal applicant will be contacted regarding postings

SCHOOL DISTRICT #78 (FRASER-CASCADE)

JOB DESCRIPTION

SPEECH LANGUAGE ASSISTANT

Location: Special Education

Summary:

Under the direction and instructional supervision of the Speech Language Pathologist. The Speech Language Assistant is also required to take direction and instructional supervision from the Administrative Officer. The Speech Language Assistant supports the formal education programme through the direct supervision of pupil activities and preparation of materials. Maintains the confidentiality of sensitive information seen or heard.

Duties and Responsibilities:

- **Participates in the planning, development and implementation of programming for individuals on the caseload, prepare and maintain reports and records, as directed.**
- **Initiates and/or assists in the development and implementation of student plans (IEP), including long term and short goals.**
- **Actively involved with the child during most activities.**
- **Develop and prepare appropriate materials.**
- **Works with parents, health care professionals and others under the direction of the Speech Language Pathologist.**
- **Assists in preparation of IEP and parent teacher conferences.**
- **Performs all duties with a level of interpersonal skills appropriate to the position.**
- **Must acquire specific skills related to a special needs child.**
- **Deliver direct services to students selected by the Speech Language Pathologist.**
- **Document student progress toward meeting established speech/language objectives and report this information to the Speech Language Pathologist.**
- **Assist the speech Language Pathologist during screenings/assessments of students once trained by the Speech Language Pathologist on the screening/assessment tools being administered.**

Duties and Responsibilities cont'd:

- **Assist with informal documentation prepare materials, and assist with other clerical duties as requested by the Speech Language Pathologist.**
- **Uses judgement in applying clearly prescribed procedures as defined by the supervisor.**
- **Performs other duties, which are within the scope of knowledge, skills and abilities required by this position.**

Required Qualifications and Experience:

- Grade 12 graduation or equivalent; completed coursework of a speech and language assistant programme.
- Ability to maintain good working relationship with school staff, students, general public and government bodies.
- Related experience.
- Must have experience to meet the varying academic, social, emotional and behavioural needs of students.
- Ability to understand and effectively carry out oral and written instructions.
- Computer knowledge is an asset.

<p>N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of duties to be performed. Duties not listed should not affect the evaluation.</p>
