

## COLLEGE PLACE PUBLIC SCHOOLS

1755 S. College Ave  
College Place, WA 99324  
(509) 525-4827

**Position:** Educational Assistant – Speech Language Pathologist

**Responsible to:** Special Programs Director or assigned Principal

**Terms:** The terms of employment shall be at the discretion of the superintendent. The position is represented by Educational Service Employees of College Place Collective Bargaining Agreement (ESE of CP CBA). This position is classified as regular part-time.

### Required knowledge and skills:

- High School Diploma or its equivalent (GED);
- Associate's degree or 72 quarter credit hours of post secondary education or passing state test to demonstrate knowledge and ability to assist in instruction students;
- Skill to appropriately physically restrain students as necessary;
- Knowledge and experience with technology;
- Knowledge of behavioral disabilities in children and instructional methods;
- Knowledge and experience in school based student assistance programs.

### Demonstration of required abilities:

- Capable of lifting ~ 40lbs ~ 5% of the time, ~ 40% of the work day standing, reaching, bending, stooping, walking and ~ 55% of the time working from a sitting position;
- Work efficiently and effectively;
- Produce work that is accurate, neat and thorough;
- Be reliable, trustworthy and require minimal supervision;
- Interact and communicate with others in a respectful, courteous and cooperative manner;
- Maintain adaptability by being positive, versatile and flexible.
- Support school rules and District policies and procedures.

**Job Purpose:** Focusing on kids and their learning by providing educational learning support and speech/language/hearing services support in the assigned building(s) under the direction of the Speech Language Pathologist.

### Essential Job Results:

1. Support the educational environment and processes by:
  - a. Acting as a positive role model for students and demonstrating appropriate behaviors;
  - b. Creating an atmosphere where students have opportunities to exercise power of choice and take responsibility for their behavior;
  - c. Supervising students at all times, in all areas of the school premises; administering discipline according to building handbooks; and instructing students in appropriate conflict resolution;
  - d. Being available to participate in staff meetings and trainings outside the normal work schedule.

Vision: Focus on kids and their learning

Mission: Prepare kids for the future successes beyond College Place Public Schools

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2. Support the learning environment by:
  - a. Monitoring student progress; maintaining communication with speech language pathologist, classroom teachers and administrators; and communicate with parents to schedule meetings as assigned; attend parent/teacher/student conferences with Speech Language Pathologist as requested;
  - b. Providing general clerical assistance such as duplicating materials; completing necessary paperwork; testing and recording student scores;
  - c. Assisting speech language pathologist in adapting materials and activities for delivery of instruction to students.
  - d. Providing occupational and physical support to students with physical and emotional challenges that require more assistance to enhance their ability to learn as directed by the Speech Language Pathologist.
  
3. Support student learning by:
  - a. Providing instructional support individually or in small focused groups as directed by the Speech Language Pathologist;
  - b. Providing occupational and physical support to students with physical and emotional challenges that require more assistance to enhance their ability to learn as directed by the Speech Language Pathologist.
  
4. Acknowledge and demonstrate the importance of safety by maintaining a safe and orderly working environment and following safe work practices.
  
5. Protect the District by keeping information confidential.
  
6. Maintain knowledge by attending educational trainings.
  
7. Contribute to team efforts by accomplishing related results as needed or requested.

\*\*\* ~ denotes approximation

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Employee's Signature

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Date Received

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