

United Independent School District

Department of Human Resources

SPEECH THERAPY AIDE

Campus Assignment

Primary Purpose:

Assist the speech pathologist in the preparation and management of classroom activities and administrative requirements, including distance learning or virtual instruction. Work under the supervision of a licensed or certified speech/language pathologist.

Educational Qualifications:

- High school diploma or GED
- Associates Degree and/or Bachelors degree required
OR
- Minimum of 48 college hours or more
OR
- Must be a current active UISD Substitute Teacher that has successfully completed the Paraprofessional Assessment of Knowledge and Skills (PAKS) with at least one (1) year of service with the District
- Valid Texas Educational Aide Certificate
- Have a willingness to work and to serve as a positive model for children
- Have a familiarity with the school community he/she serves
- Demonstrate appropriate proficiency in basic communication techniques and language to provide the necessary academic assistance to the speech pathologist
- Have a constructive and cooperative attitude toward the duties of the communication helper, the school, the staff and the student
- Uses personal computer, copier, typewriter, printer, and calculator

Major Responsibilities and Duties:

1. Assist in upholding and enforcing school rules, administrative regulations, and state and local board policy.
2. Assist the speech pathologist in preparing instructional materials and classroom displays.
3. Follow the daily schedule at the assigned campus as prepared by the speech pathologist.
4. Work with individual students or small groups to conduct drill and practice exercises assigned by the speech pathologist.
5. Assist in conducting the integrated speech activities to apply language stimulation strategies in activities of daily living.
6. Assist the speech pathologist in keeping administrative records and preparing required reports.
7. Participate in in-service training programs, faculty meetings, and special events as needed.
8. Take all necessary precautions to protect students, equipment, materials and facilities.
9. Work cooperatively with other faculty members and aides to plan and carry out effective school programs.
10. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
11. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
12. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

13. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
14. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Speech Therapy Aide (Continued)**Working Conditions:**

Reading; ability to communicate effectively (verbal); maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status: Non Exempt

Minimum Salary: \$16,294

Pay Grade: 2A

Minimum Work Days: 183

Months / Hours per Day: 10 / 7

Date Last Revised: 07/20

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.