

SPEECH PROGRAM ASSISTANT

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

| Position | Part-Time or Full-Time | Deadline to Apply | Start Date | Building/District Location | Special Requirements |
|--------------------------|--|-------------------|---------------------|--|--|
| Speech Program Assistant | Part-Time Up to 4 days/week 8:30 AM to 4:00 PM | Until Filled | As Soon As Possible | Discovery Center Preschool located in Logan County | Must hold, or have the ability to obtain, a valid SBE Educational Aide permit. |

If you have questions regarding the position and/or building assignment, please contact Meaghen Tidwell, Executive Director of Special Education at:

mtidwell@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

MRESC Application

Please read below for a full job description for this position.

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER
BELLEFONTAINE, OHIO

Title **Speech Program Assistant (SPA)**

File 209

Reports to: Speech Language Pathologist, Director of Student Services, Director of Special Education or Designee

Job Objective: Under the direction and supervision of a Speech and Language Pathologist, the Speech and Language Pathology Assistant (SLPA) provides a variety of administrative support services.

Note: The Speech and Language Assistant is NOT able to conduct evaluations, interpret data, alter IEP plans, or perform any task without the express knowledge and approval of the supervising SLP.

Minimum Qualifications:

- High School Diploma or higher (associate degree or bachelor's degree is preferred)
- Hold and maintain a valid Ohio Department of Education license appropriate for the assignment (educational aide permit, pupil services license, and/or a teaching license is acceptable for this position).
- Meet all health requirements mandated by law.
- A clear record as determined by the Ohio Bureau of Criminal Identification & Investigation and/or the Federal Bureau of Investigation.
- Such alternative to the above qualifications as the Superintendent and Governing Board may find appropriate.

Responsibilities and Essential Functions:

- Assists the SLP during assessments (virtual or face-to-face), formal documentation, preparing materials, and performing various clerical duties. Works with students individually and in small groups.
- Escorts students to and from speech sessions / resource rooms.
- Supervises students during virtual sessions and/or face-to-face activities as directed by the SLP, classroom teacher, or administrator.
- Organizes and distributes paperwork to streamline screenings and ensure timely completion.
- Sends out planning and consent forms. Sets up and completes files in Progress Book.
- Adapts or modifies instructional materials and/or equipment as directed by the SLP for use in the classroom.
- Makes copies of all paperwork for meetings as directed by SLP or supervisor.
- Contacts parents/guardians to invite them to IEP and ETR meetings or other appointments.
- Helps manage databases to ensure students are being evaluated.
- Sends home draft, updated, and/or completed documents to parents/guardians. Sends out invitations to meetings.
- Scans completed documents into Progress Book. Ensures teachers have copies of all needed paperwork.
- Under direction of SLP or supervisor, maintains complete reports and inventories (as required by law, district policy, or administrative directive). Submits all required reports on time.
- Reports evidence of suspected child abuse to an appropriate authority and notifies the building principal.
- Assists (as directed) in organizing activities such as: displaying educational materials; arranging furniture to facilitate instructional requirements; and creates an orderly and clean learning environment.
- May implement behavior management programs for students as designed by certified staff.
- Observes and reports significant student behavior, behavioral patterns, and/or other problems to the SLP.
- Documents student progress toward meeting established objectives and reports the information to the SLP.
- Prepares materials and/or equipment for use in the classroom and therapy activities.
- Protects the confidentiality of privileged information.

Responsibilities and Essential Functions (Continued):

- Displays personal integrity, impartiality, respect, and courtesy.
- Ensures the safety of all students under his or her supervision.
- Provides other administrative support functions as deemed necessary by supervisor, Superintendent, or designee.
- Completes all trainings required by the employer.

Other duties as assigned by his or her supervisor, Superintendent or his/her designee.

Ability To:

- Conduct routine recordkeeping using Microsoft Office Tools (including Excel), G-Suite for Education applications, EMIS, Progress Book, DASL, and other computer software.
- Deal effectively with attitudes and behaviors of students.
- Effectively and tactfully communicate in both oral and written forms.
- Manage and use time effectively.
- Demonstrate appropriate conduct and adhere to Ohio's Professional Code of Conduct for Educators.
- Select, prepare, and present materials effectively.
- Maintain student progress documentation.
- Assist SLP with effective implementation of therapy objectives.
- Operate instructional and office equipment.
- Ability to do simple math to compile reports and maintain records and status reports.
- Interact successfully with parents, students, supervisor, school staff, and community agency representatives.
- Travel to meetings and work assignments.
- Lift, carry and move office supplies and equipment.
- Be punctual and maintain a consistent attendance record.

Working Conditions:

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential exposure to blood borne pathogens
- Interaction with agitated or upset individuals
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under stress to meet schedules and deadlines
- Duties may require employee to sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time.