



Longview Independent School District

JOB DESCRIPTION

BILINGUAL EVALUATION/SPEECH THERAPY PARAPROFESSIONAL

JOB TITLE:	Bilingual Evaluation/ Speech Therapy Paraprofessional	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Special Education	TERMS:	187 Days
DEPARTMENT:	Special Education	PAY GRADE:	Paraprofessional 4

PRIMARY PURPOSE:

To effectively facilitate understanding in communication between people who speak different languages; work under the general supervision of the Special Education Director on a daily basis; work with students in an assessment and/or speech therapy environment

QUALIFICATIONS:

Minimum Education/Certification:

High School diploma or GED
Forty-eight (48) hours of college credit required or passed local assessment
Completed Region VII bilingual paraprofessional speech setting training
Completed district ancillary assessment training

Special Knowledge and Skills:

- Ability to work with children with special needs, within a school setting preferred
- Ability to follow verbal and written instructions
- Ability to speak and write fluently in both languages and a broad knowledge of cultures in which they are spoken
- Knowledge of general office equipment/computer

Minimum Experience:

Two years of experience in working with evaluation and assessment



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Interpret and assist the Special Education evaluation staff in administering bilingual evaluations
2. Work with campus speech language pathologists and campus administrators to create and maintain an orderly and highly structured classroom environment
3. Provide services as prescribed and directed by a licensed speech language pathologist
4. Manage student behavior and administer discipline according to board policies, administrative regulations, and Individual Education Plans (IEP)
5. Participate in staff development training programs, faculty meetings, and special events as assigned
6. Interpret at parent conferences and ARD meetings as needed
7. Comply with district policies, as well as state and federal laws and regulations
8. Adhere to the district's safety policies and procedures
9. Maintain confidentiality in the conduct of district business
10. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
11. Demonstrate regular and prompt attendance
12. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data.

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: May, 2017