

# Speech-Language Assistant, Entry-Level

## Position Details

Class Code: 4246

Job Family: Paraprofessional/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 47 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, works directly with licensed speech-language pathologists performing a variety of paraprofessional duties related to organization, clerical work, and parent/guardian contact.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works under the supervision of a licensed speech-language pathologist.
  2. Assists pathologists with clerical duties in communication with parents, guardians, and staff.
  3. Performs general case management and clerical duties such as uploading forms to Infinite Campus.
  4. Supports pathologists with scheduling appointments, meetings, and completing paperwork.
  5. Maintains confidentiality of information.
  6. Conforms to safety standards, as prescribed.
  7. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Assists licensed speech-language pathologists in performing a variety of para-professional duties related to organization, clerical work, and parent/guardian contact.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of federal/state laws and Clark County School District regulations, procedures, and practices related to special education.
  2. Ability to effectively read, write, and communicate.
  3. Ability to develop rapport and maintain open communication with students, parent(s)/guardian(s), and staff.
  4. Ability to interpret and apply verbal and written instructions.
  5. Ability to prioritize assigned tasks.
  6. Ability to meet predetermined deadlines.
  7. Ability to interpret and apply District/departamental policies and procedures applicable to special education.
  8. Ability to perform routine recordkeeping.
  9. Ability to recognize and report hazards and apply safe work methods.
  10. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years of clerical experience; or,  
60 credit hours from an accredited college or university in fields such as speech-language/pathology, psychology, education, child development, etc.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  3. College transcript(s), if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities – offices, classrooms, or other designated testing areas.

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## **Work Environment**

### **Strength**

Sedentary/medium - exert force up to 10 lbs., occasionally.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Various computers, assessment batteries, copy machines, telephones, fax machines, testing materials, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 06/01/23
- Created: 11/03/20