

# JOB OPENING –

## Speech Associate, Special Services Department, Full Time

**Job Specific Information:** Interested applicants must include evidence of all requirements noted in the job posting as well as on the Milford School District Careers website.

To be considered for this position, you must submit the following materials:

- Milford School District Position Application - Which can be located at the following link: <http://milfordk12.org/human-resources/employment/> (If using a Chromebook, make sure to clear your browsing history before accessing the form.)
- Letter of interest, addressed to the Superintendent, Office of Human Resources
- Resume, clearly demonstrating education; training. Please include dates.
- Three professional references

Internal candidates may submit a Job Bid form with updated resume to the Human Resources Office.

### SUMMARY DESCRIPTION:

The Milford School District is seeking a full-time Speech Language Associate for the duration of the 2018/19 school year. This position will provide direct treatment to students under the direction of the Speech-Language Pathologist; follows and implements documented treatment plans or protocols; documents student progress toward meeting established objectives; performs clerical duties; prepares therapy material and/or equipment for use in therapy activities; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities; assists in maintaining student records, tallying data, preparing charts, records, graphs and reports; observes and reports significant behavioral patterns or other problems to the therapist; prepares various teaching materials such as charts, pictures, word lists, and other related items; assists in management of Speech Department equipment, such as FM Systems and Augmentative Communication systems; maintains open communication with SLP and teaching staff.

### KNOWLEDGE, SKILLS, and ABILITIES:

1. Knowledge of child development, instructional strategies and practices applicable to assignment, and instructional goals and policies of Milford School District
2. Basic knowledge of communication development, disorders and interventions.
3. Ability to assist with implementation of the instructional program and to participate in monitoring and ensuring appropriate student behavior.
4. Ability to exhibit patient behavior and to work effectively with children, young adults, and staff members.
5. Ability to follow written and verbal instructions and to perform all required tasks.
6. Ability to communicate effectively, both verbally and in writing.
7. Ability to interact with and support students with special needs.
8. Knowledge of standard desktop computer hardware and software such as MS Office products and database software.

### EDUCATION, TRAINING, and EXPERIENCE:

Bachelor's degree in Communication Sciences and Disorders or Associates in Science in Speech Language Pathology Assistant

### CERTIFICATE LICENSE:

None required

*Milford School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

<b>PRIMARY LOCATION:</b> Special Services	<b>CATEGORY:</b> Classified	
<b>CLASSIFICATION:</b> Non-Exempt	<b>SCHEDULE:</b> FTE 1	<b>WORK MONTHS:</b> 2018/19 School Year

For information about the application process, please call the SAU 603-673-2202 or email Human Resources, Laura Sebert, [laura.sebert@milford.k12.org](mailto:laura.sebert@milford.k12.org)