



HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

Position: Paraprofessional, Speech/Language

Qualifications

- High School Diploma or GED.
- Such alternatives to the above qualification as the board may find appropriate and acceptable.

Job Goal

To provide support to the tele-Speech Language Pathologist during speech and language therapy.

Reports To

Director of Exceptional Student Education and Student Services

RESPONSIBILITIES/DUTIES

Performance Responsibilities

- Communicate with classroom teachers regarding therapy schedules.
- Ensure that students on the school campus attend their therapy sessions.
- Assist the tele-Speech Language Pathologist with technical issues.
- Provide students with manipulatives, therapy materials, and visual support needed during therapy sessions under the supervision of the tele-Speech Language Pathologist.
- Maintain attendance records.
- Perform other tasks and responsibilities as assigned by the immediate supervisor, the Superintendent, or the board.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

Job Description

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TERMS OF EMPLOYMENT

Calendar Months: 9 Month

Salary Schedule: Non- Instructional (Bargaining) **Pay Grade:** 22

Salary and Benefits as determined and approved annually by Hendry County School Board.

This position is entirely dependent on grant funding. Employment is contingent upon the continuation of grant funding. In the event that grant funding is reduced or discontinued, this position may be affected, up to and including termination of employment.

EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: _____

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Revised: 02/22/2024

Adopted: 05/07/2024

Revised: 03/07/2025

Adopted: 04/01/2025