

**ROUND VALLEY UNIFIED SCHOOL DISTRICT
DISTRICT OFFICE**

Post Office Box 276, Covelo, California, 95428
Administrative Fax: (707) 983-6655

Telephone: (707) 983-6171
District Office Fax: (707) 983-8059

The Round Valley Unified School District is currently accepting applications for the following position:

TITLE: Speech Technician- PTE

Reports to: Site Administrator

Classification: Classified

Work Year: 180 Days

Salary: Range 3 - Classified Salary Schedule

GENERAL DESCRIPTION:

Under the general supervision of a certificated Speech and Language Therapist and Site Administrator or designee, assists in the planning and implementation of individual educational programs, develops instructional materials for the Speech and Language Program, and supports specialized speech services to individual students and groups of students during speech therapy sessions with the Speech and Language Therapist.

ESSENTIAL DUTIES:

Assist designated students in individually scheduled speech development programs outside of regular classroom learning program;

Assists teachers in infusing treatment goals in education plan through ongoing discussions;

Maintain Speech Therapy records;

Maintains speech therapy room including bulletin boards and other visual displays;

Performs clerical tasks related to speech therapy program including correspondence, scheduling, notices, etc.

Works directly with special education students with integration into regular learning programs;

Prepares for and participates in IEP meetings relative to speech program;

- Walk student to and from the therapy session;
- Sign the student into the Therapy room via the Presence Learning platform;
- Inform the clinician of absences or missed sessions as soon as possible;
- Serve as the liaison between the teacher and clinician for scheduling and paperwork;
- Ensure the therapy computer is ready for sessions: equipment is in place, plugged in and working;
- Observe the therapy session and assist the student if the clinician needs assistance.

Application Deadline: *Open until filled*

Interested persons may pick up an application form and review job description at the District Office. All new employees are required to pass a pre-employment physical examination; drug screen and live scan fingerprint clearance and provide proof of a current T. B. Test. For additional information, please call 983-6171, ext. 101. To be considered for any position listed herein, you must submit an in-house application form available in the district office.

RVUSD is an Equal Opportunity Employer.

Posted: October 19, 2021