

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

SPEECH/LANGUAGE TECHNICIAN

Required Qualifications:

- Associate of Arts degree or Associate of Science degree, 60 semester hours from an accredited institution or passing grade on ParaPro Test
- Experience in a like position

Performance Responsibilities:

- Ability to follow instructions and willingness to work with others
- Basic computer knowledge
- Knowledge of office equipment
- Ability to type and perform clerical tasks
- Create file for new students
- File and maintain paperwork and information in students' files-
- Assist the Speech and Language Pathologist and/or Assistive Technology Department Head in materials or handouts to be used at home or in the classroom
- Assist the Speech and Language Pathologist and/or Assistive Technology Department Head in materials needed for augmentative and alternative communication
- Make communication boards and/or materials
- Perform checks and maintenance of equipment and devices
- Assist students, staff and in the use of any designated program (e.g., Boardmaker)
- Assist in keeping inventory of materials
- Write and send purchase orders as directed by the Speech and Language Pathologist and/or Assistive Technology Department Head
- Assist Speech Language Pathologist and/or Assistive Technology Department Head with delivery and pickup of equipment and other materials
- Attend and participate in faculty meetings or other meetings as required
- Continue professional growth through educational meetings, observational feedback and conferences and by reading professional literature
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Non instructional Level H

Job Code:

52032

Board Approved: 08/18/98

Revised: 12/13/05, 01/20/09, 05/17/11, 06/10/14, 06/25/19, 05/30/23, 04/09/24