

SESC – Job Posting

Position: Speech Facilitator

Location: Braxton County – Davis or Sutton Elementary

PayScale: \$17 per hour three days per week to be assigned by director or administrator

Requirements: High School diploma; experience working in a school setting preferred.

- Facilitator provides schedule to therapist for students.
- Facilitator will record absences of students or therapist.
- Facilitator will remain with student throughout therapy session.
- Facilitator will assist the Speech Pathologist with materials requested for the speech therapy session and assist the student with accessing teleconferencing features
- Facilitator will assist the Speech Pathologist in maintaining the time of treatment for each student and keep on schedule.
- Facilitator will keep up-to-date with the school's classroom and special events schedules, as well as keeping the Speech Pathologist informed of these schedules.
- Supervise students at all times while in therapy sessions.
- Provide communication between the therapist and school liaison, administrators, or case managers.
- Keep accurate data tracking for therapy sessions.
- Other duties as assigned by administrator.

Deadline to Apply: October 18, 2024 at 4pm – or until filled

Send applications to: jlbutcher@wvesc.org

WORK ENVIRONMENT

The position is located at the designated schools. Regular and satisfactory attendance and punctuality are required. The office and/or classroom space located in the area assigned by the school's principal.

Note: *Criminal background check and drug screening may be required.*

Note: Successful applicants must attend all State required meetings for Communities in Schools and other trainings as required to meet grant specifications.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

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