

DEPARTMENT OF EDUCATION  
BOARD OF EDUCATION SUPPORT SERVICES PERSONNEL

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Class Specification for the Class:

COMMUNICATION AIDE

**Duties Summary:**

Independently provides remedial activities (e.g., reinforcement lessons and repetitive drills) in speech and/or language correction, in accordance with educational/treatment plans developed by a Speech Pathologist, to students with speech and/or language disorders and/or problems; and performs other related duties as assigned.

**Distinguishing Characteristics:**

This class reflects responsibility for independently providing specialized remedial activities to students with speech and/or language disorders and/or problems. A Speech Pathologist is responsible for diagnosing the student's speech and/or language disorders/problems, developing an educational/treatment plan, and monitoring and evaluating the student's progress. Remedial activities provided by the Communication Aide are in support of educational/treatment plans developed by the Speech Pathologist, which have been designed to meet individual students' needs. The Communication Aide may also adapt and devise materials and activities to meet individual student's needs; however, all remedial activities to be provided by the Communication Aide are subject to review and approval by the Speech Pathologist to ensure that such activities are appropriate in meeting the stated goals of the educational/treatment plan. Remedial activities involve reinforcement lessons and repetitive drills in speech and/or language correction which are designed to encourage correct pronunciation of vowel and consonant sounds; teach correct usage of the mouth, jaw, lips, tongue, teeth and diaphragm; correct students' misunderstanding of communication (i.e., production of sounds and language); teach students how to attend and react to verbal communication; and teach the correct usage of socially appropriate language in relation to time, place, situation and persons involved.

The Communication Aide is responsible for an assigned caseload that involves coordinating and scheduling remedial activity sessions and making independent on-site visits to provide remedial activities to students on a one-to-one and/or group basis that may be outside of their usual classroom setting. In addition, the Communication Aide is

responsible for keeping the Speech Pathologist apprised of all assigned cases via status reports.

A position in this class performs work under the general supervision of a District Educational Specialist. Technical direction is received from a Speech Pathologist. Personal contacts are maintained with classroom teachers, in coordinating and scheduling remedial activity sessions for students, parents, and school personnel.

**Examples of Duties:** *(Position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Provides reinforcement lessons and repetitive drill activities in speech and/or language correction to students, in accordance with an educational/treatment plan developed by a Speech Pathologist; receives specific instructions from the Speech Pathologist with regard to remediation activities that are to be provided to the student; assists students in improving their speech and/or language skills; instructs students in the correct usage of the mouth, jaw, lips, tongue, teeth, and diaphragm in a controlled manner; provides remedial activities in the correct pronunciation of all vowel and consonant sounds; corrects student's misunderstanding of communication (i.e., production of sounds and language); teaches students how to attend and react to verbal communication; assists in teaching correct usage of socially appropriate language with regard to time, place, situation and person(s) involved; records all pertinent data and information related to speech and/or language activities, as directed by the Speech Pathologist; makes arrangements for remediation sessions with school personnel involved; participates in conferences with parents, designated school personnel, and the Speech Pathologist; makes arrangements for remediation sessions with school personnel involved; participates in conferences with parents, designated school personnel, and the Speech Pathologist to maintain an awareness of the needs of the student and to provide input regarding the student's progress; adapts and devises materials and activities to meet individual students' needs; provides follow-up home activities and materials relevant to students' specific needs; gathers information and data regarding students' progress in tutorial sessions, in addition to any significant behavioral observations; scores appropriate responses for remediation as indicated by program guidelines; assists Speech Pathologist in preparing and developing materials and activities for strategies of intervention; attends training sessions and workshops; and may provide clerical services for the Speech Pathologist and/or the diagnostic team.

**Knowledge and Abilities Required:**

**Knowledge of:** Grammar, spelling and word usage; basic methods of managing children and their behavior in an educational/therapeutic setting; basic instruction/remedial techniques used in learning reinforcement activities; basic instruction/remedial techniques used in speech therapy; common speech and language problems and disorders; basic goals and objectives of speech and language services; and basic child development as it relates to speech and language.

**Ability to:** Understand and follow oral and written instructions; speak and deal effectively with students; communicate and work effectively with others; provide remedial activities in accordance with a treatment plan developed by a Speech Pathologist; adapt and devise materials and activities to meet individual needs; write simple narrative reports; gather information and data; hear and speak (i.e., articulate and enunciate sounds, words, phrases and sentences clearly) the English language properly; and organize work and schedule remedial sessions with school personnel.

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Due to the transfer of certain Civil Service positions to the Board of Education pursuant to Act 253 Session Laws of Hawaii, 2000, and as amended in 2002, this is an adaptation of the specification for the Civil Service class, Communication Aid, to the Board of Education Support Services Personnel system.

DATE APPROVED: JUN 30 2003

  
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Patricia Hamamoto  
Superintendent of Education

EFFECTIVE DATE: JUL 01 2003