



SPEECH LANGUAGE PATHOLOGIST ASSISTANT

Classification: Therapy Assistants

Location: Assigned School(s)

Reports to: Director of Special Services

FLSA Status: Non-Exempt

Employee Group: EAP

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

Part I: Position Summary

Under the direction of a speech/language pathologist (SLP), provides instruction to students, plans day to day activities, collects & documents therapy data to assist students in meeting his/her goals as established by the SLP.

Part II: Supervision and Controls over the Work

Receives direction and guidance from a certified SLP and the supervision of the Director of Special services.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

Student Services:

1. Assists SLP in the conduct of student screenings or assessments of language, voice, fluency, articulation, or hearing.
2. Under the direction of the SLP, provides instruction to students to remedy and /or mitigate identified communication deficits.
3. Implements treatment protocols as directed by SLP.
4. Participates in educational planning meetings to provide information and to assure understanding of support services to be provided.
5. Participates in parent/student meetings and communications.

Support and Administrative Services:

1. Collects and documents therapy data to assist the students in meeting his/her goals as established by the SLP.

2. Tracks student attendance and services.
3. Tests and maintains equipment to ensure correct performance.
4. Prepares charts, graphs, or other visual displays to communicate students' performance information.
5. May assist in in-service training sessions or family and community education programs.
6. Maintains confidential student records and files.
7. May be required to assist students in need of specialized physical help/care such as diapering, toileting needs, catheterization and/or tube feeding.
8. Medicaid billings.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Associate degree in speech language pathology or two years of experience working as a speech/language pathology assistant or an equivalent amount of post high-school education and professional preparation in speech language assistance, special education, or a related field.
4. Experience with office technology and secretarial/administrative support skills.
5. Demonstrated ability to work in a positive manner with parents, students, faculty; ability to function as a team member in both special and general education situations.
6. Ability to schedule numerous and varied responsibilities; ability to adjust to varied situations, demands and new instructional concepts; ability to organize own work and work independently; ability to travel to multiple sites; ability to work with multiple supervisors.

Part V: Desired Qualifications

1. Bilingual skills.
2. Bachelor's degree in speech pathology and/or experience working as a speech and language assistant.



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Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds – most typically when working with students who require specialized physical help.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or disease during the course of their duties.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.