Belton Independent School District

Job Description

Job Title:	Speech Language Pathology Assistant	**FLSA Status:**	Exempt, 187 days
Reports to:	Executive Director of Special Programs	**Pay Grade:**	PR1
Dept./School:	Special Education	**Date Revised:**	5/1/2020

Primary Purpose:

Plan and provide speech-language pathology services to students with articulation, voice, dysfluency or language disorders. Assesses students and provides therapeutic intervention to eliminate or reduce problems or impairments that interfere with students' ability to derive full benefit from the educational program under the supervision of a licensed Speech Language Pathologist (SLP).

Qualifications:

Education/Certification:
Bachelor's degree in Speech-language pathology/ Communications Sciences and Disorders
Licensed as a Speech Language Pathologist - Assistant by the Texas Department of Licensing Regulation (TDLR).

Special Knowledge/Skills:
Knowledge of habilitation and rehabilitation of speech-language disorders and conditions
Ability to instruct and manage student behavior
Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties: under the direction of supervising therapist and/or district supervisor

Therapy

1. Plans and provides appropriate individual and group therapy to students consistent with speech and language goals contained in Individual Education Plans (IEPs) developed by Speech-Language Pathologist (SLP).
2. Participate in the Admission, Review, and Dismissal (ARD) Committee as needed according to district procedures.

Consultation

3. Consult with colleagues, students, and parents regarding the accomplishment of therapy goals, the needs of the student, and involvement in remedial process.
4. Collaborate with classroom teachers to plan and implement classroom activities to improve communication skills of students.
5. Provide professional development in assigned schools to help school personnel identify and work more effectively with students with communication deficits.
6. Communicate effectively with colleagues, students, and parents regarding the accomplishment of therapy goals and needs of the student.

Student Management

7. Create an environment conducive to learning and appropriate for the maturity level and interests of students.
8. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Program Management

9. Collects data for IEPs, session notes and quarterly progress reports and provides information to the SLP in a timely manner to interpret and make recommendations of changes for IEP and evaluations.
10. Compiles, maintains**,** and files all reports, records, and other required documents to include but not limited to daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the informational management system.
11. Participate in the selection of equipment and instructional materials.
12. Comply with policies and timelines established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
13. Comply with all district and campus routines and regulations

Other

14. Maintain confidentiality of student information, records, and personnel issues.
15. Participate in professional development activities to improve skills related to job assignment
16. Perform other duties as assigned.

Supervisory Responsibilities:

17. None specified.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard testing equipment; standard office equipment including computer and peripherals

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under pressure

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: May 2020