Job Title: Speech-Language Pathology Assistant (SLPA)

Exemption Status: Non-Exempt

Reports To: Director of Speech Therapy and Related Services

Date Revised: June 2026

Department/School: Special Education

Primary Purpose

Provide speech-language therapy services and program support to students with communication disorders under the direction and supervision of a licensed Speech-Language Pathologist (SLP). Implement student IEPs, collect and document progress data, support compliance requirements, and collaborate with educational teams to promote student communication skills and educational success.

Qualifications

Education/Certification

- Associate's or Bachelor's degree in Speech-Language Pathology Assistant studies or a related field meeting Texas licensure requirements
- Current licensure as a Speech-Language Pathology Assistant issued by the Texas Department of Licensing and Regulation (TDLR)
- Valid Texas driver's license and ability to travel between assigned campuses and locations
- Completion of all district-required special education compliance training and crisis prevention training

Special Knowledge/Skills

- Knowledge of speech and language development and communication disorders in school-aged children
- Knowledge of IDEA, Section 504, confidentiality requirements, and school-based special education practices
- Knowledge of speech-language therapy techniques, instructional strategies, and intervention programs
- Knowledge of augmentative and alternative communication (AAC) systems and assistive technology
- Ability to implement therapy plans developed by supervising SLP
- Ability to collect and maintain accurate therapy and progress-monitoring data
- Ability to facilitate in-person and virtual therapy sessions
- Ability to support virtual therapy and assessment processes using technology platforms and equipment

- Ability to establish and maintain positive working relationships with students, staff, and families
- Strong organizational, communication, and time-management skills
- Ability to maintain confidentiality of student information and records
- Ability to implement behavior intervention and de-escalation strategies as directed

Experience

- Minimum two years of experience implementing speech-language pathology services in educational or pediatric settings under supervision of a licensed SLP
- Experience utilizing educational technology and virtual learning platforms

Major Responsibilities and Duties

Service Delivery

- Provide direct speech-language therapy services under the supervision of a licensed SLP and in accordance with student IEPs
- Implement treatment plans, goals, and interventions developed by supervising SLP
- Support development of student communication skills in individual, small-group, classroom-based, and inclusive settings
- Utilize evidence-based intervention strategies and instructional materials
- Support students utilizing AAC systems, assistive technology, and communication supports
- Assist in preparing therapy materials and resources

Virtual Service Facilitation

- Provide virtual speech-language therapy services when assigned and permitted by state regulations and district procedures
- Facilitate virtual therapy sessions provided by a remote SLP or remote SLPA under appropriate supervision
- Prepare students, equipment, and instructional materials for virtual therapy sessions
- Troubleshoot basic technology issues during virtual service delivery
- Ensure student participation and engagement during virtual sessions
- Maintain confidentiality and compliance during virtual service delivery

Assessment Support

- Assist the supervising SLP with assessment preparation, observations, data collection, and documentation activities as permitted by licensure regulations
- Facilitate virtual speech-language assessments conducted by a licensed SLP, including coordinating technology, materials, scheduling, and student participation
- Gather information and performance data to support evaluation processes
- Maintain assessment records and documentation as directed by the supervising SLP

Progress Monitoring and Documentation

- Collect and maintain accurate data regarding student performance and progress toward IEP goals
- Document therapy services in accordance with district, Medicaid, and special education requirements
- Assist with preparation of progress reports and compliance documentation
- Maintain therapy schedules, service tracker notes, and required records
- Ensure documentation is completed accurately and within required timelines

Collaboration and Consultation

- Collaborate with supervising SLPs, teachers, administrators, related service providers, and families
- Support implementation of communication strategies and accommodations across educational settings
- Participate in team meetings and professional development activities as assigned
- Communicate student progress and concerns to supervising SLPs
- Foster positive partnerships with families and educational stakeholders

Compliance and Program Responsibilities

- Adhere to all licensure requirements, supervision requirements, district policies, and professional standards
- Maintain compliance with IDEA, Section 504, district procedures, and applicable state regulations
- Maintain confidentiality of student records and information
- Participate in required special education training and professional development
- Support Extended School Year (ESY) services, compensatory services, and other special education program needs as assigned

Mission and Servant Leadership Responsibilities

- Support the ILTexas mission and vision through high-quality services for students with disabilities
- Demonstrate servant leadership in all interactions with students, families, colleagues, and community stakeholders
- Promote student independence, communication development, and academic achievement
- Foster a culture of inclusion, collaboration, respect, and continuous improvement
- Model the ILTexas motto, "Others Before Self," by advocating for students and supporting colleagues to ensure student success

Supervisory Responsibilities

- None

Work Calendar

- 187-Day Work Calendar
- Additional days may be required for training, compliance activities, Extended School Year (ESY) services, and district initiatives as approved by administration

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used

Standard office equipment including personal computer and peripherals; speech-language therapy materials; AAC devices; assistive technology equipment; virtual therapy platforms and related technology.

Posture

Prolonged sitting; frequent standing and walking; occasional bending, stooping, kneeling, crouching, pushing, pulling, and twisting.

Motion

Frequent repetitive hand motions; keyboarding; reaching; manipulating therapy materials, AAC devices, and instructional resources.

Lifting

Occasional lifting and carrying of therapy materials, instructional supplies, technology equipment, and AAC devices weighing up to 25 pounds.

Environment

Work in classrooms, therapy rooms, offices, and virtual learning environments. Frequent travel between assigned campuses may be required. May work prolonged or irregular hours to meet service delivery and compliance requirements.

Mental Demands

Maintain emotional control under stress; work with frequent interruptions; manage multiple responsibilities and deadlines; maintain effective working relationships with students, families, and staff.

Special Education Culture Statement

All Special Education positions are expected to support the ILTexas mission by ensuring equitable access to educational opportunities for students with disabilities while demonstrating servant leadership, collaboration, and a commitment to the motto, "Others Before Self." Employees are expected to advocate for student success, partner with families, and contribute to a culture of inclusion, compliance, and continuous improvement.

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.

Reviewed by and Date: _____

Approved by and Date: _____