Speech & Language Pathology Assistant

JOB DESCRIPTION

DIVISION: Instructional Services	**GRADE:** Technical/Other Professional – Group C
DEPARTMENT: Exceptional Student Education	**WORK DAYS:** 196
REPORTS TO: Executive Director of Exceptional Student Education	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

To assist with screenings, prepare and implement treatment plans or protocols, document student performance, assist with departmental operations, and exhibit compliance with federal, state and district regulations as outlined by Certified Speech/Language Pathologist.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college or university in Speech/Language Pathology or Communication Disorders or a related field.

CERTIFICATION: Certification as a Speech Language Pathology – Assistant (SLP-A) by the Department of Health Board of Speech – Language Pathology and Audiology.

WORK EXPERIENCE:

PREFERRED QUALIFICATIONS

- Bi-lingual

SUPERVISES

N/A

ESSENTIAL DUTIES

- Ability to follow detailed instructions and write reports.
- Ability to communicate orally and in writing.
- Ability to work under direct supervision from assigned Speech/Language Pathologist.
- To accept referrals from teachers and other professionals.
- To complete speech and language screenings without clinical interpretation.
- To collect data, document student performance and maintain records.
- To prepare clinical or therapy materials.
- To develop and implement treatment plans or protocol within the therapy/classroom setting with individual and groups.
- To report or document progress and changes in student performance to the Speech – Language Pathologist and members of the educational team.
- To exhibit compliance with federal, state, and district guidelines.
- To perform checks and maintenance of equipment.
- To assist augmentative communication specialist with materials/technology.
- To perform assigned tasks in a timely and efficient manner.
- To perform assigned tasks with a high standard of quality.
- Performs other duties as assigned by supervisor.

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and/or classroom environment.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records

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This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.