

**SPEECH LANGUAGE PATHOLOGIST ASSISTANT**

Grade 12

**Purpose Statement**

The job of Speech Language Pathologist Assistant is done for the purpose/s of providing speech and language services and appropriate intervention services to eligible students under the direction of a Speech Language Pathologist; and maintaining speech and language special education records and documentation as directed by a Speech Language Pathologist.

This job reports to Site Principal

**Essential Functions**

- Administers routine tests as directed by the licensed SLP when the licensed SLP has assured proper training and administration of such tests (e.g., hearing screenings, standardized tests, etc.) for the purpose of determining program eligibility and developing recommendations for treatment.
- Collaborates with other stakeholders (e.g., Speech and Language Pathologist, teachers, students, etc.) for the purpose of communicating information, resolving issues, and providing services in compliance with established guidelines.
- Coordinates meetings and processes for eligible students (e.g., testing/screening, IEPs, etc.) for the purpose of providing service to students.
- Develops educational materials for SLP and teachers (e.g., communication boards, etc.) for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.
- Follows treatment plans designed by licensed clinician for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.
- Maintains documents, files, and records (e.g., progress reports, activity logs, billing information, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and compliance.
- Participates in meetings (e.g., monthly district speech/language meetings, workshops, in-services, etc.) for the purpose of conveying and gathering information.
- Prepares a wide variety of written materials (e.g., activity logs, results of implemented treatment plans, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Provides speech and language therapy to students while under the direction of the Speech and Language Pathologist for the purpose of minimizing the adverse impact of speech and language disorders on student success.

- Researches resources and methods (e.g., intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of remaining current in the field.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: anatomy and physiology of speech and hearing mechanisms and disorders; principles and practices of speech and language therapy; and pertinent codes, policies, regulations, and laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education (Minimum):** Targeted, job related education with study in job-related area.

**Required Testing**

None Specified

**Certificates and Licenses**

Speech-Language Therapy Assistant License

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

Meets Continuing Education Requirements

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*