

SPEECH LANGUAGE PATHOLOGY ASSISTANT



Department:	Special Education
Reports To:	Building Administrator/Supervisor
Group/FLSA Status:	Direct Student Staff (DSS)/Non-Exempt
Revised:	6/26/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Speech Language Pathology Assistant (SLPA) under direct supervision assists the Speech Language Pathologist with the programming for students needing speech services through their IEP.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provide direct service in articulation, stuttering and language under the supervision of a Speech Language Pathologist (SLP);
- Develop lesson plans for providing service;
- Prepare progress reports and day to day documentation for student service;
- Draft present levels of performance for review by SLP;
- Draft skill ideas to work on for review by SLP;
- Prep materials and make visuals for speech services provided to students for SLP and SLPA as needed;
- Program and provide instruction in the use of augmentative and alternative communication devices;
- Assist with Transitioning skills into other environments;
- Assist with 6 week interventions set up by SLP in general education setting;
- Scheduling student sessions for SLP and SLPA as needed;
- Assist with clerical piece of IEP process (Team meeting notices, copying and distribution of forms);
- Attend IEP team meetings along with the SLP as needed;
- Provide guidance and treatment via tele-practice to students who are selected by the supervising SLP as appropriate for this service delivery model;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of an SLPA;
- Thorough knowledge of special education practices and procedures;
- Thorough knowledge of third party billing requirements;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- AAS Degree from an accredited Speech Language Pathology Assistant program.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Serves more than one school district;
- Business travel may be required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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