

Speech and Language Pathologist Assistant

Purpose Statement

The job of Speech and Language Pathologist Assistant is done for the purpose/s of assisting the Speech and Language Specialist in providing treatment to students identified as having communication disabilities.

This job reports to Assigned Administrator

Essential Functions

Assists eligible students in the use of appropriate communication technologies (e.g. AAC devices, hearing aids, FM systems, etc.) for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines, state and federal regulations.

Assists in assessing student's progress in regards to treatment plan (e.g. articulation, fluency, voice, expressive and receptive language, behavior, etc.) for the purpose of assessing effectiveness and proposed changes to treatment plan.

Collects data for the purpose of communicating information in order to assess student needs.

Consults with supervising Speech and Language Pathologist for the purpose of providing support for students' needs, goals, and progress.

Identifies resources and best practices, working with Speech and Language Pathologist (e.g. intervention and treatment techniques, assessment tools and methods, community resources, in-service training, etc.) for the purpose of determining the appropriate approach for addressing students' needs.

Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.

Participates in meetings, workshops, and seminars (e.g. training, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.

Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, charts, reports, required documentation, etc.) for the purpose of documenting activities, providing written verification, and/or conveying information, within the defined responsibilities of a SLPA.

Provides appropriate behavior assistance for the purpose of providing necessary support for student progress.

Provides speech and language therapy to students for the purpose of supporting effective communication skills for student success.

Supports implementation of treatment plans, interventions and/or educational instruction (e.g. behavior plans, crisis interventions, instructional modalities, etc.) for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.

Travels to multiple sites, including home visits for the purpose of providing assistance to the Speech and Language Pathologist with therapy as required in accordance with individual student needs and assessment plans.

Other 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 single, 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; use of specialized equipment and therapy materials used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; observation and interpretation skills re: communication; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. 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; child development; communication disorders and diseases; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. 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; translating therapy data into meaningful educational activities; and working with flexible therapy schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; 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 impact 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 climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Speech-Language Pathology Assistant (SLPA)
Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

45