

**Speech Language Pathologist Assistant  
Assistive Technology and Augmentative Communication Assistant  
New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Special Education**

**TITLE: Assistive Technology and Augmentative Communication Assistant**

**QUALIFICATIONS:**

1. Associate's degree in Speech Language-Pathology Assisting.
2. Passing score on a competency test approved by the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists.
3. Valid North Carolina driver's license.

**REPORTS TO:** Director of Special Education and Related Services

**JOB GOAL:** To administer intervention to assist a speech-language pathologist in the provision of clinical-educational services for student with speech-language disorders. To assist in the development and implementation of a system of assistive technology and augmentive communication services.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Ensure compliance with federal and state law and regulations (IDEA) regarding the delivery of assistive technology and augmentative communication services to students.
3. Conduct direct therapy to non-verbal students using assistive technology and voice output devices; support classroom teachers and support staff with ideas on how to incorporate assistive technology and voice output devices in the classroom.
4. Assist in the planning and implementation of the instructional technology program and procedures to enhance assistive technology service delivery.

5. Provide technology support for related services accountability in a handheld and internet environment, for Special Education and Related Services Staff, and for Internet based IEP systems (Goalview) and implementation of NC Wise; assists in development and implementation of a documentation process for assistive technology devices and services which supports and is congruent with the IEP documentation process.
6. Team with and support Instructional Technology facilitators and specialists, teachers, and other school personnel in the delivery of services; plans, conducts, and assists in staff development activities.
7. In collaboration with Special Education and Related Services, Transition Services, facilitates the development of a consistent set of programs and services across grade levels that prepares students for a productive, independent life.
8. Identify business, industry, and community resources that will enhance assistive technology services in the schools and coordinate cooperative efforts between the community and the school.
9. Assist in planning and implementation of special seminars and exhibits showing current trends in assistive technology; initiates a professional development plan which addresses current research and best practice information in the areas of assistive technology and augmentative communication; coordinates the design and fabrication of assistive technology devices.
10. Assist in coordinating information and staff development opportunities for personnel and families relative to assistive technology and augmentative communication; develops, models, and presents the most effective methods of using assistive technology in educational settings, and enables the operation of equipment to enhance independence.
11. Maintain and track assistive technology device inventory system; assists in managing the assistive technology of the Special Education and related services budget; maintains data and performance indicator information for services provided.
12. Assist in development and coordination of a system of assistive technology assessment to determine individual student need.
13. Liaise with the North Carolina Assistive Technology Project.
14. Perform other duties and responsibilities as requested by the Director.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

**Terms of Employment:** Twelve month work year/At Will/FLSA Non-Exempt

**Starting Salary and/or Grade:** Grade 64

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Proficiency in use of computer technology, applications, and direct therapy.
- Registration as an assistant with the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists by a supervising speech-language pathologist who is licensed by the North Carolina Board of Examiners for Speech and Language Pathologists and Audiologists, and subject to rules and regulations for speech-language pathology assistants adopted by the Board of Examiners.
- Ability to lift up to 50 pounds.