

REPORTS TO:

Special Education Administrator; receives technical direction from a certified Speech Language Pathologist (SLP) when at schools.

POSITION PURPOSE:

Under direction and guidance from a SLP and within the scope of the SLPA license, assists in providing educational services to students with speech and language needs; work is guided by therapeutic protocols and task plans written by the SLP. Provides a variety of clerical support with program administrative duties.

ESSENTIAL JOB FUNCTIONS:

1. Conducts speech and language screenings without interpretation, utilizing screening protocols specified by the supervising SLP.
2. As directed by the SLP, provides direct treatment assistance to patients/clients by following written treatment plans or protocols developed by the SLP.
3. Documents patient/client progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan and reports this information to the SLP.
4. Assists with recording informal documentation during an intervention session (collecting, summarizing, and tallying data as directed by the SLP), Assists in collecting and tallying of data for assessment purposes, without interpretation. Signs and initials treatment notes for supervising SLP's review and signature.
5. Prepares materials and assists with other clerical duties, including word processing, typing, filing, duplicating, recording.
6. Schedules activities and prepares charts, records, graphs or other displays of data.
7. Performs checks and maintenance of equipment.
8. Provides instructional support to students as directed. Instructs individuals or small groups of students with speech and language needs, following a prescribed program.
9. Prepares materials prescribed by the teacher, the Individual Education Plan, or lesson plan. Instructs small student groups and provides one-on-one tutoring of students as directed by the SLP.
10. Organizes and manages student data and records. Tabulates and scores tests.
11. Identifies and describes clinically relevant student behaviors.
12. Uses cues/prompts with the student as defined in the treatment protocol prescribed by the supervising SLP.
13. Provides behavioral reinforcement consistent with the student's developmental age, cultural preference and communication disorder as prescribed by the SLP.
14. Reviews and summarizes student performance according to the protocol prescribed by the SLP at the end of each session.
15. Prepares age-appropriate and culturally sensitive treatment materials appropriate to the student's developmental age and communication disorder as prescribed by the SLP.

OTHER JOB FUNCTIONS

16. Plans and consults with team of teachers and administrators
17. Assists in health-related procedures, i.e., medication, hygiene, toileting, etc.
18. Performs other related duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- General knowledge of normal communication development, phonetics, developmental psychology, various speech-language disorders and approaches to therapeutic educational intervention,
- Knowledge of basic elements of the teaching process and classroom management.
- Knowledge of general office processes and procedures, including excellent computer skills.
- Ability to communicate effectively with the public and other employees using courtesy and good judgment.
- Ability to work with accuracy and attention to detail to meet deadlines.
- Ability to read, understand and follow oral and written instructions, policies, procedures, rules, regulations, and treatment plan directives; ability to carry out detailed but basic written and oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to prepare and maintain accurate records and reports. Ability to keep data and records
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees.
- Ability to perform basic mathematical calculations with a high degree of accuracy.
- Ability to maintain the integrity of confidential information relating to a student and family.
- Ability to work independently and in a team-setting.
- Ability to effectively listen to and work harmoniously with others.
- Ability to work effectively with and respond to people from diverse cultures or backgrounds.
- Ability to administer speech-language screening and therapeutic protocols.
- Ability to maintain and monitor clinical-educational equipment and materials, including assistive technology devices.

EDUCATION & EXPERIENCE:

Associate Degree from an accredited speech language pathology assistant program and/or any combination of education and experience that meets the requirement of the Speech-Language Pathology and Audiology licensing board in Oregon. Experience in a similar position preferred.

LICENSES & CERTIFICATES:

Current Oregon Board of Examiners Certificate in Speech-Language Pathology and Audiology.

Valid first aid card.

Ability to obtain and maintain a valid Oregon or Washington driver's license.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work is generally performed in small groups or one-on-one in a classroom setting. Travel to various sites may be required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to walk, talk, and hear. Employee is frequently required to stand, stoop, kneel, crouch or crawl and reach with hands and arms. Employee is sometimes required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision; depth perception (three-dimensional vision, ability to judge distances and spatial relationships); and ability to adjust focus (ability to adjust the eye to bring an object into sharp focus). Employee is required to lift up to 25 pounds on occasion.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.