

## **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

Definition: Under general direction of a Language, Speech and Hearing Specialist, assists in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems.

Typical Tasks:

Essential Functions:

- Provides direct speech and language therapy to children and follows documented treatment plans or protocols.
- Documents student performance such as tallying data
- Prepares charts, records, and graphs and reports information.
- Assists the Language, Speech and Hearing Specialist during assessment of students.
- Assists with documentation as directed.
- Prepares therapy materials and/or equipment for use in classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher.
- Assists instructional personnel in the implementation of Individual Educational Plans (IEPs).
- Supports the Language, Speech and Hearing Specialist in research projects, inservice trainings.
- Performs checks and maintenance of equipment.
- Assists with departmental operations such as scheduling, record-keeping, safety/maintenance of supplies and equipment.
- Collects data for quality improvement.
- Exhibits compliance with state and federal regulations.

Non-Essential Functions:

- Performs other related duties as assigned.

Minimum Qualifications: Knowledge of: Speech-language pathology equipment, materials, and procedures; Language development in children; articulation development; learning problems of children with special educational needs; student behavior management techniques and strategies; correct English usage, spelling, grammar, and punctuation; basic arithmetical concepts; simple record keeping and record management; personal computers and software, including word processing, learning and educational software. Ability to: establish and maintain cooperative and collaborative working relationships with those contacted in the performance of required duties; understand and carry out oral and written directions, including intervention plans; utilize specialized communication systems and devices; assist in the educational program of assigned student(s); communicate effectively in oral and written form; learn and utilize current speech-language methods and procedures to be followed in an instructional setting; perform clerical tasks and operate office machines.

Working  
Conditions and  
Physical  
Abilities:

Office and school setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit, stoop, kneel, and stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files, equipment, and supplies; lift light objects; lift severely handicapped students, up to adult size, to perform such tasks as transferring students into and out of wheelchairs and other apparatuses.

Experience and  
Education:

Training and/or experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience would include: one year of experience providing direct therapy to language/speech impaired individuals in a clinical or educational setting, possession of an associate's degree in speech-language pathology, and graduation from a speech-language pathology assistant certificate program. Additional experience working with children (ages three to twenty-one) is desirable.

Certificates and  
Licenses:

Registration with the Speech-Language Pathology and Audiology Board as a Speech-Language Pathology Assistant is required at time of appointment.

Established: 03/03

Revised: 03/06; 09/06; 7/11

Approved by the Personnel Commission: March 4, 2003