

St. Tammany Parish School Board

Division: Students with Exceptionalities and Federal Programs

**Department of Personnel
JOB DESCRIPTION**

Title: Speech/Language Pathology Assistant (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation – Assists the supervising Speech/Language Pathologist with the design and evaluation of individualized speech therapy program.

- Assists the supervising Speech/Language Pathologist with the development of therapy plans for improving students' communication skills.
- Follows the plans for implementation of therapy with documented approval of supervising speech language pathologist.
- Documents continuing review and progress of the speech therapy program to be reported to the supervising speech/language pathologist.
- Conducts non-interpretative speech-language pathologist.
- Assists supervising speech/language pathologist.

Leadership – Assumes leadership in directing learning activities of students requiring speech therapy.

- Develops personal goals and objectives for effective leadership.
- Displays knowledge of subject area and teaching strategies related to speech therapy.
- Demonstrating an awareness of current trends in the profession.
- Use available means to keep abreast of new trends, techniques, and teaching strategies as evidenced by teaching methods employed.
- Assists the supervising speech/language pathologist in individualized education program (IEP) conferences.

Student Services – Initiates practices designed to promote the success and well-being of students.

- Obtains and uses information about the needs and progress of students so that special adaptations can be made for each student who requires speech therapy services.
- Exhibits sensitivity, empathy and understanding when dealing with students.
- Manages, classroom interactions so that a comfortable, orderly environment exists for students.
- Assists teachers and other school personnel in the design and implementation of strategies in the classroom to improve speech behaviors of speech therapy students.

School/Community Relations – Initiates practices designed to provide effective school-community relations.

- Works cooperatively with parents, administrators and staff in order to help students learn and develop.
- Communicates with parents and regular classroom teachers to insure maximum benefits for students.
- Engages in professional, self-improvement in order to insure the respect and trust of others.
- Demonstrates the highest ethical standards characterized by the teaching profession when dealing with colleagues, students, and parents.

Professional Development – Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications

- U. S. Citizen or authorized alien.
- Bachelor's Degree or higher with current LA Teaching Certificate as Speech/Language Pathology Assistant.
- A current active Louisiana License as Speech /Language Pathology Assistant.
- Physical and mental stamina and the ability to perform job functions, tasks and duties.

Terms of Employment: Nine months

Reports to: Director of Students with Exceptionalities

Supervises: None

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Official ID Number: _____
(Official ID Number)

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy- Supervisor

Copy- Employee

(Rev 4/2021)

ORIGINAL-HUMAN RESOURCES

COPY-SITE FILE

COPY-EMPLOYEE