St. Helens School District
Job Description

Speech Language Pathologist Assistant

Reports To: Speech Language Pathologist
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides speech therapy and language instruction to students with speech and language disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Models, teaches, and evaluates articulation production, language goals, syntax, demantics and grammar.
3. Schedule and organize therapy groups.
4. Implements and tracks Individual Education Plan (IEP) data.
5. Assists the teacher in the set-up and maintenance of the classroom, materials and supplies.
6. Assists the teacher in scheduling appropriate meetings and completion of paperwork.
7. Assists the teacher, when directed, in communicating with parents regarding student's progress in general.
8. Assists staff with record keeping, copying, filing, grading assignments and taking attendance.
9. Monitors and records student progress and success in skill development.
10. Administers hearing and articulation screening.
11. Travel between school buildings to serve student populations in each school.
12. Plans and prepares lessons, tasks, activities and materials for appropriate age and disability levels with supervisor approval.
13. Communicates with supervisors in each school discussing student needs, plans, and future plans and materials to be produced.
14. Reports safety, sanitary and fire hazards immediately to supervisor.
15. Interacts thoughtfully and courteously with students, staff and parents/guardians and resolves conflict in a professional manner.
16. Attend work regularly and is punctual.
17. Other duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Perform general office duties including answering phones taking messages as appropriate, typing, copying, filing and sorting.
3. Supervises lunch and hall duty.
4. Prepares homework.
5. Attends relevant staff meetings and in-services.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Associate's degree (A.A.) or equivalent from two-year college or technical school or one to two years' related experience and/or training or equivalent combination of education and experience. Must meet current No Child Left Behind (NCLB) requirements.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add and subtract two digit numbers and multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** General knowledge of computer usage and ability to use database, e-mail, internet software, spreadsheets and word processing software.
- **Other Skills and Abilities:** Ability to appropriately communicate with students and teachers. Ability to exercise good judgment and work in an environment with frequent interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements. Ability to obtain a valid CPR/First Aid card, Oregon Driver License and Certificate from the Oregon Board of Examiners for Speech-Language Pathology and Audiology.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low, but occasionally high depending upon the student population and activities.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA Prepared Date: November 2008

I have read and understand this job description.

Signature: **Date:**

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