

SCHOOL DISTRICT OF DESOTO COUNTY
SPEECH/LANGUAGE PATHOLOGIST ASSISTANT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Valid Florida license as a Speech Language Pathology Assistant (State of Florida Licensure and/or Department of Health).
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal and state regulations and district guidelines as they relate to implementation of the speech and language impaired program. Knowledge of current trends in speech and language techniques. Knowledge of principles, methods, and procedures for treatment of speech and language mental dysfunctions. Knowledge of the information and techniques needed to provide services to speech and language impaired students. Ability to consult effectively with parents and teachers. Ability to maintain accurate records and use time efficiently. Ability to communicate effectively orally and in writing. Ability to plan and implement effective activities for co-workers and students. Ability to work effectively with teachers, administrators, nurses and paraprofessionals. Ability to develop and maintain effective working relationships. Ability to maintain confidentiality. Ability to function as a member of the educational team and a strong desire to work with children. Ability to drive to various schools.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To provide therapy for appropriately identified students that are referred to the speech and language impairment program under the direction of a Speech and Language Pathologist.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- *(1) Provide data to aide in the development of Individual Education Plans (IEPs) goals, and objectives that reflect student needs by the Speech and Language Pathologist.
- *(2) Identify, select and order appropriate materials, supplies, and equipment for therapy and program implementation.
- *(3) Establish schedules to plan and conduct a therapy program for eligible students.

Administrative/Management

- *(4) Provide statistical information for program planning; i.e., FTE information.
- *(5) Establish and maintain effective and efficient record keeping procedures.
- *(6) Prepare and maintain audit files on all speech and language impaired students.

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Effective Date: July 1, 2024

SPEECH AND LANGUAGE PATHOLOGIST ASSISTANT (Continued)

- * (7) Maintain accurate records and data collection to document students' progress, including requirements for Medicaid.
- * (8) Complete and submit Medicaid forms for eligible students.
- * (9) Use time effectively.
- * (10) Manage materials and equipment effectively and safely.
- * (11) Establish and maintain a positive, organized and safe environment for students.
- * (12) Use technology resources effectively.

Assessment/Evaluation

- * (13) In collaboration with the Speech and Language Pathologist, use data-based decision making as part of student interventions.
- * (14) Schedule students for the speech and language impaired program taking into account the total educational setting.
- * (15) Develop and maintain behavioral data and create graphical data representations and reports for progress monitoring of students.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **B11**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.