

BOURNE PUBLIC SCHOOLS

SPEECH AND LANGUAGE PATHOLOGY ASSISTANT (SLPA) JOB DESCRIPTION

Reports to: **Supervising Speech and Language Pathologist/ Administrator
JD85**

Job Goal: Assists the Speech Language Pathologist in providing speech and language therapy services for students with communication disorders, including technical assistance with equipment required for accommodating disabilities or required supports.

Performance Responsibilities:

- Follows established Individual Educational Plans to facilitate students' progress on communication and educational goals under the supervision of the Speech Language Pathologist.
- Collects data for monitoring services, as well as setting up and tracking assigned equipment.
- Maintains files and records including but not limited to progress reports, activity logs, treatment plans, and other required documentation.
- Prepares, under the direction of the Speech Language Pathologist, materials necessary to provide services.
- Schedules activities as directed.
- Provide direct treatment assistance to students under the direct and/or indirect supervision of the Speech/Language Pathologist (SLP).
- Follow and implement documented treatment plans developed by the supervising SLP, providing services one on one, in small groups, and/or in a classroom.
- Assist with and/or in the development of activities to address treatment plans.
- Document progress toward meeting established objectives and reporting information to SLP supervisor.
- Conduct speech language screenings without interpretation as determined by the supervising SLP.
- Assist the SLP during assessments including but not limited to formal documentation, preparing materials, translating and performing clerical duties for the supervising SLP.
- Schedule and prepare charts, records, graphs, and data.
- Perform activities related to the use and maintenance of equipment. Accompany students to and from therapy sessions.
- Maintain confidential files and compliance information pertaining to pupils and their families.
- Maintain student files, records, perform record keeping and basic clerical functions, scheduling, copying, etc.

- Comply with confidentiality requirements.
- Other duties as assigned.

Other Job Functions: Attend meetings as assigned for the purpose of conveying and or gathering information required to perform SLP functions. Establish and maintain effective working relationships with school staff, students and parents. Maintain reliable transportation for travel to differing school sites. Possess ability to interact professionally and appropriately with children, staff, and parents.

Required Qualifications:

- An SLP-A certification per the American Speech Language Hearing Association

Evaluation: Annually by the Principal or Special Education Administrator

Approved: SC 06.04.2024