



## Speech Language Pathologist Assistant

### Purpose Statement

The Speech Language Pathologist Assistant works with students both individually and in groups to carry out the speech therapy program as designed by the supervising Speech Language Pathologist (SLP).

### Supervisory Relationship

Reports to: Speech Language Pathologist

### Essential Functions

- **Student Interaction:** Work directly with students to implement the speech curriculum.
- **Screening:** Provide speech language screenings without interpretation, following specified screening protocols developed by the supervising SLP.
- **Task Execution:** Perform documented tasks developed by the supervising SLP.
- **Data Collection:** Collect and record relevant data regarding student progress toward meeting objectives and report to the supervising SLP.
- **Preparation and Maintenance:** Prepare materials, perform scheduling, and maintain space or equipment.
- **Teacher Support:** Assist in collecting teacher requests, comments, and test information.
- **Adaptations/Modifications:** Assist the SLP with adaptations and modifications.
- **Test Monitoring:** Monitor and read tests, exams, and SAT/ACT tests in a non-distracting environment with modifications.
- **IEP Meetings:** Schedule individual meetings for developing and carrying out Individual Education Plans.
- **Administrative Support:** Copy and file paperwork.
- **Professional Development:** Attend conferences and workshops.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

### Job Requirements: Minimum Qualifications

#### Skills

- Effective communication and interpersonal skills
- Ability to implement speech therapy programs
- Proficiency in data collection and record-keeping
- Competence in preparing and maintaining materials and equipment

#### Knowledge

- Understanding of speech language therapy protocols and procedures
- Familiarity with educational and administrative support tasks
- Knowledge of adaptations and modifications in an educational setting

#### Abilities

- Work with students individually and in groups
- Follow specified screening protocols
- Collect and report relevant data
- Assist in implementing IEPs and adaptations

- Maintain confidentiality
- Meet deadlines and schedules
- Work as part of a team
- Handle interruptions

**Responsibility**

Work under the supervision of a Speech Language Pathologist. Directly impact student progress and therapy outcomes.

**Work Environment**

Physical demands include sitting, walking, and standing for extended periods. Some lifting, carrying, pushing, and pulling; stooping, kneeling, crouching, and crawling may be required. Primarily indoor work in a school setting.

**Experience**

Job-related experience is preferred

**Education**

Associate degree or bachelor's degree

**Certificates and Licenses**

Certificate of completion from the North Dakota Department of Public Instruction in the area of SLP Paraprofessional

**Continuing Education/Training**

Maintain certificates and/or licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non-Exempt

**Salary Grade**

SM