

**TRUSSVILLE CITY SCHOOLS
JOB DESCRIPTION
SPEECH LANGUAGE THERAPY ASSISTANT/
INSTRUCTIONAL SUPPORT**

POSITION TITLE: Speech- Language Therapy Assistant/Instructional Assistant

QUALIFICATIONS: Bachelor's Degree or higher in Speech-language Pathology or Communication Sciences and Disorders
Eligible for Licensure by the State of Alabama to practice Profession of Speech- Language Therapy Assistant either Level I or Level II

RESPONSIBLE TO: Speech- Language Therapist and Director of Student Services/Special Education Coordinator and Local School Principal

JOB GOAL: Under the supervision of a licensed Speech- Language Therapist and Special Education Coordinator, assist the Speech- Language Therapist in providing appropriate educationally related speech therapy and special education services to disabled students.

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES

1. Assist the speech-language therapist, teacher, or other related service personnel in the evaluation of speech-language abilities and instructional needs of students.
2. Assist the speech-language therapist, teacher, or other related service personnel in the implementation of individual therapy programs to achieve educational goals and objectives as outlined in student's Individual Education Plan (IEP).
3. Assist in the training of other school personnel to assist in the implementation and monitoring of the speech therapy program goals and objectives and other goals and objectives as outlined by the student's IEP.
4. Assist in the development of lesson plans and maintain data collection as required for individual students.
5. Perform assessments in consultation with the supervising SLP and/or Special Education Coordinator.
6. Document student progress toward meeting IEP goals and benchmarks and report this information on the student's IEP progress report in consultation with the supervising SLP, teacher, and/or Special Education Coordinator.

7. Participate in Eligibility Determination Committee meetings as required.
8. Assist in monitoring and maintaining departmental therapy equipment and supplies used in the student's speech therapy program, and/or, special education and related services program.
9. Attend regular staff and faculty meetings as scheduled by supervisors.
10. Maintain and submit requested information to supervisors in a timely manner.
11. Participate in IEP conferences or other conferences as necessary.
12. Communicate with the speech-language teacher and other related service personnel regarding students' therapy programs, progress, and suggestions of any modifications of assistance.
13. Inform supervisors immediately of problems and/or sensitive situations that may arise regarding the student's special education and related services program.
14. Keep informed of new developments in the area of special education and related services by professional learning opportunities.
15. Assist the speech-language therapist, teacher, or other related service personnel in assessing facilities regarding accessibility for disabled students when required.
16. Respond to request for assistance from immediate supervisor in a timely manner.
17. Maintain student and family confidentiality at all times.
18. Performs other duties as assigned by the speech language therapist, teacher, or special education coordinator.