

# Job Description

<b>Position Title</b>	<b>Speech Language Pathology Assistant</b>		
<b>Building</b>	District Wide	<b>Department</b>	Special Ed
<b>Hours</b>	7 to 8 hours a day, depending on student needs	<b>Supervisor</b>	SLP Teacher
<b>Band and Grade</b>		<b>Tools and Equipment</b>	Computer, laptop, iPad, applicable software, phone, copy machine

<b>Primary Function</b>	The Speech Language Pathology Assistant (SLPA) under direct supervision assists the Speech Language Pathologist with the programming for students needing speech services through their IEP.
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<b>Essential Duties</b>	
<b>1</b>	Provide direct service in articulation, stuttering and language under the supervision of a Speech Language Pathologist (SLP).
<b>2</b>	Develop lesson plans for providing service.
<b>3</b>	Prepare progress reports and day to day documentation for student service.
<b>4</b>	Draft present levels of performance for review by SLP.
<b>5</b>	Draft skill ideas to work on for review by SLP.
<b>6</b>	Prep materials and make visuals for speech services provided to students for SLP and SLPA as needed.
<b>7</b>	Program and provide instruction in the use of augmentative and alternative communication devices.
<b>8</b>	Assist with Transitioning skills into other environments.
<b>9</b>	Assist with 6 week interventions set up by SLP in general education setting.
<b>10</b>	Scheduling student sessions for SLP and SLPA as needed.
<b>11</b>	Assist with clerical piece of IEP process (Team meeting notices, copying and distribution of forms).
<b>12</b>	Attend IEP team meetings along with the SLP as needed.
<b>13</b>	Provide guidance and treatment via tele-practice to students who are selected by the supervising SLP as appropriate for this service delivery model.
<b>14</b>	Provides good public relations and customer service with member districts, staff, parents and the general public.
<b>15</b>	Follows all policies and regulations.
<b>16</b>	Regular and prompt attendance is essential.

<b>17</b>	Performs other duties as assigned.
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<b>Minimum Qualifications</b>	AAS Degree from an accredited Speech Language Pathology Assistant program.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of the principles and practices of an SLPA.</li> <li>• Knowledge of special education practices and procedures.</li> <li>• Knowledge of third party billing requirement.</li> <li>• Knowledge in using modern office equipment, technology, and related software.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skills in demonstrating confidentiality.</li> <li>• Skills in establishing and maintaining effective working relationships with students, parents, school staff, administrators, and outside agencies.</li> <li>• Skills in handling a variety of assignments or problems independently.</li> <li>• Skills in applying a variety of procedures and policies.</li> <li>• Skills in collecting, reading, summarizing, comparing, and applying data.</li> <li>• Skills in communicating effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies.</li> <li>• Skills in presenting to small groups and large groups.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.</p>
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