



St. Helens School District
St. Helens, OR
Job Description

Job Title: Speech Language Pathology Assistant (SLPA)
Reports To: Speech Language Pathologist

JOB SUMMARY

This position provides speech and language therapy instruction to students with speech and language disabilities under the direct supervision of a licensed Speech Language Pathologist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Treatment

1. Self-identify as SLPAs to families, students, patients, clients, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
2. Follows and maintains knowledge of all District policy(ies) and procedures:
3. Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
4. Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
5. Assist the SLP with bilingual translation during screening and assessment activities exclusive of interpretation; refer to Knowledge and Skills Needed by Speech-Language Pathologists and Audiologists to Provide Culturally and Linguistically Appropriate Services (ASHA 2004).
6. Follow documented IEP goals, treatment plans or protocols developed by the supervising SLP.
7. Monitors and records student progress and success in skill development.
8. Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
9. Program and provide instruction in the use of augmentative and alternative communication devices.
10. Attend work regularly and maintain punctuality.
11. Interact thoughtfully and courteously with students, staff and parents/guardians and resolve conflict in a professional manner.
12. Travel between school buildings to serve student populations in each school.

12. Communicate effectively with supervising SLP and Administrator in each building to discuss student needs, plans and future plans and materials to be produced.
13. Report safety, sanitary and fire hazards immediately to the supervisor.
14. Other duties as assigned.

MARGINAL DUTIES & RESPONSIBILITIES

Program Support

1. Assist with clerical duties, such as answering phones, taking messages, typing, copying, record keeping, filing, sorting materials, preparing materials and scheduling activities, as directed by the SLP.
2. Perform checks and maintenance of equipment.
3. Assist with departmental operations (scheduling, recordkeeping, safety/maintenance of supplies and equipment).
4. Supervising lunch, hall or recess duties.
5. Serve on building and District committees and councils

Prevention and Advocacy

6. Present primary prevention information to individuals and groups known to be at risk for communication disorders and other appropriate groups; promote early identification and early intervention activities.
7. Advocate for individuals and families through community awareness, health literacy, education, and training programs to promote and facilitate access to full participation in communication, including the elimination of societal, cultural, and linguistic barriers.
8. Provide information to emergency response agencies for individuals who have communication and/or swallowing disorders.
9. Advocate at the local, state, and national levels for improved public policies affecting access to services and research funding.
10. Support the supervising SLP in research projects, in-service training, and public relations programs.
11. Attend relevant staff meetings and in-services.

SUPERVISORY RESPONSIBILITIES

1. All school employees have some responsibility for supervising students and assisting with maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Official Transcripts Showing: 45 credits in General Education; 45 credits related to Speech Pathology or Communication Disorders; 100 hours of supervised clinical experience. Associate's Degree with Specialty area as described above.

Licensure: Speech-Language Pathology Assistant License awarded by Board of Examiners for Speech-Language Pathology and Audiology.

1. Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
2. Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small and large group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
3. Ability to add and subtract two digit numbers and multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.
4. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
5. General knowledge of computer usage and ability to use database, e-mail, internet software, spreadsheets and word processing software.
6. Ability to appropriately communicate with students and teachers. Ability to exercise good judgment and work in an environment with frequent interruptions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk,

sit and stand. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low, but occasionally high depending upon the student population and activities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 10/2018

I have read and understand this job description.

Signature: _____

Date: _____