San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Asst. Speech Therapist	**Exemption Status:**	Exempt
Reports to:	Director of Special Education	**Pay Grade:**	02
Works with:	Special Education Staff/Campus Staff Parents/Students/Outside Agencies	**Days:**	187
Dept./School:	Special Services Dept.	**Date Revised**	03/11/2020

Primary Purpose:

The job of the Speech-Language Pathology Assistant is the purpose(s) of assisting services for eligible students with speech and/or language disorders including articulation/phonology, motor speech, voice, fluency, hearing and language and in the training and use of augmentative and alternative communication under the direction of the Speech-Language Pathologist.

Prerequisites:

- Bachelors of Arts/Bachelor of Science Degree in Communication Disorders; and
- Valid Texas Speech-Language Pathology Assistant Certificate.

Special Knowledge/Skills:

- Good interpersonal skills.
- Good organizational skills.
- Effective communication skills (oral and written).
- General computer skills.
- Understanding of Special Education Law.
- Understanding of Section 504/ADA (American Disabilities Act).

Major Responsibilities and Duties:

1. Accompanies students for the purpose of providing speech therapy sessions.

2. Assists the speech-language pathologist during assessment of students for the purpose of maintaining the confidentiality of information relate to students and their families.

3. Conduct speech-language screenings following specified screening protocols developed by certified speech-language pathologist.

4. Follows therapy procedures and protocols developed by the speech pathologist documents and reports student progress toward meeting goals and objectives as stated in the student's IEP.

5. Maintains comprehensive records and materials relating to screening results and therapy sessions for the purpose of communicating information to certified staff.

6. Participates in classroom/school/district activities as requested by speech-language pathology staff; attends conferences and workshops related to speech-language pathology services for the purpose of assisting certified staff.

7. Performs related duties as assigned by Special Education Director and/or certified staff.

8. Prepares a variety of materials including charts and other display data information; provides recordkeeping for student data files; and performs related office support tasks for the purpose of assisting certified staff.

9. Provides direct service assistance to identified students; prepares work areas and materials for the purpose of using during speech-language sessions.

10. Researches resources and methods (e.g. intervention and treatment techniques/strategies, screening tools and methods, community resources, etc.) for the purpose of assisting the speech-language pathologist in addressing specific needs; attends in-service training and other related activities.

11. Other duties assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Administrator Signature: Nate Carnay Ed.D Date: 4/28/2020