

## **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

### **DEFINITION**

Under the supervision of a Speech Therapist, assist in the instruction or supervision of speech-language impaired students primarily in the classroom setting. Provides communication support; assists students, teachers and parents in communicating and serves as a resource to other school personnel requiring assistance with speech-language impaired persons.

### **ESSENTIAL JOB FUNCTIONS**

- Provides direct speech and language therapy to students and follows documented treatment plans or protocols.
- Documents student performance such as tallying data.
- Prepares charts, records and graphs and reports information.
- Assists the speech therapist during assessment of students.
- Assists with documentation as directed.
- Prepares therapy materials and/or equipment for use in classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for the teacher.
- Assists instructional personnel in the implementation of individual educational plans (IEPs).
- Performs routine checks of equipment and reports necessary maintenance, as needed.
- Assists with departmental operations such as scheduling, record keeping, safety/maintenance of supplies and equipment.
- Tracks data for student improvement.
- Maintains compliance with state and federal regulations.
- Performs other related duties as assigned.

### **MINIMUM REQUIREMENTS**

#### **Knowledge of:**

- Speech-language pathology equipment, materials, and procedures
- Language development in children
- Articulation development
- Learning problems of children with special educational needs
- Student behavior management techniques and strategies
- Correct English usage, spelling, grammar, and punctuation
- Basic arithmetical concepts
- Simple record keeping and record management
- Personal computers and software, including word processing, learning and educational software

#### **Ability to:**

- Demonstrate an empathetic, patient, and receptive attitude with students
- Interpret, understand, and follow specific student educational plans and course of study
- Communicate satisfactorily in oral and written form in English as required by the assignment, and to serve as an appropriate language model

- Perform routine clerical tasks and operate a variety of educational and office machines and equipment, including computers
- Learn to utilize a variety of appropriate technological equipment, educational software, and instructional materials and procedures in the enhancement of an educational environment
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationship with children and adults
- Utilize current speech-language methods and procedures in an instructional setting
- Utilize specialized communication systems and devices

## **EXPERIENCE**

One year of experience providing direct therapy to speech-language impaired individuals in a clinical or educational setting.

## **EDUCATION/CERTIFICATION**

Possession of an Associate Degree in Speech-Language Pathology or graduation from a Speech-Language Pathology Assistant Certificate Program

Registration with the Speech-Language Pathology and Audiology Board as a Speech-Language Pathology Assistant is required within six (6) months of appointment.

## **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 the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to sit and reach with hands and arms.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **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.

While performing the duties of this job, the employee works in both inside and outside environments. The noise level in the work environment is usually moderate. Meeting attendance is required; timelines are demanding; working environment is subject to frequent interruptions and extensive contact with student, parents and others.

Board Approved: November 18, 2010