Job Description **10.13**
MOORE PUBLIC SCHOOLS

Job Title: **Speech Language Pathology Assistant (SLPA)**

Qualifications: A SLPA must meet the qualifications set forth by the Oklahoma State Department of Education

Education: Associate Degree in Speech Language Pathology Assistant or provide equivalent academic course work or clinical training hours

Training or Experience Required: Prefer one or more years experience in a public school or other pediatric setting and must meet the qualifications set forth by the Oklahoma State Department of Education in Policies and Procedures for Special Education in Oklahoma.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive clear instructions and respond to inquiries. Includes filling out forms.

Reading and Interpreting: Reads written or printed materials such as educational or medical records/charts, diagrams, instructional materials. The SLPA does not interpret the results of evaluations.

Tools and Equipment Usage: Uses specialized materials, equipment with expertise acquired through extensive experience and/or training.

Site: Various

Reports to: Director of Special Services/Asst. Director of Special Services

Job Goal: (Purpose of Position): Performs professional level speech therapy duties to improve or maintain the student's level of communication to facilitate learning through the identification of problems, assessment and treatment programs. Executes an educational speech therapy program under the general supervision of an Oklahoma Board of Examiners of Speech Pathology and Audiology OBESPA Licensed Speech Language Pathologist (SLP) who meets state standards.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with other staff members, medical community, and public to determine actual information needed and to assist with developing and implementing IEP's.

Other Performance Measures: Knowledge of subject matter; cares for and effectively assists students with special concerns; establishes guidelines with effective learner/treatment objectives; ensures students are acquiring skills and knowledge to apply principles, theories and other learning; properly monitors student progress.

Contributes to effectiveness/quality of district programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of customer service as provided by the district; cooperates with other district personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Assists the SLP in the identification of students through screenings and the initial referral for speech therapy services.

2. Assists the SLP with the assessment and evaluation; makes recommendations for intervention and acts as an IEP team member. Provides input or assists in writing IEP's under the supervision of the SLP.

3. Provides direct and indirect speech therapy services under the general supervision of a SLP.

4. Consults with classroom staff, other service providers and parents, regarding student needs.

5. Provides written documentation of screenings, assessment, recommendations and current progress.

6. Provides in-service programs for school personnel regarding issues included in the realm of speech therapy.

7. Attends trainings and continuing education courses to maintain certification and to grow in knowledge and understanding of the disabled child in the public school setting.

8. Performs other duties as assigned.

9. Travels to various sites as needed to provide speech therapy services.

10. Adheres to State and Federal law.

Physical/Mental Requirements and Working Conditions:

This job requires frequent bending/stooping and occasional to frequent squatting/crouching, reaching above the shoulder, and pushing and pulling. There is occasional lifting up to 45 pounds to assist the lifting of chairs, classroom equipment and supplies. The incumbent must have the dexterity to operate keyboards, computers, copy machines, and other office/instructional machines. Must be able to supervise students in the classroom and outside. Must be able to communicate with students and parents. Must be able to get around the classroom, media center, cafeteria, campus, etc. Must be able to assist students with normal activities.

Employee must possess manual dexterity/visual ability to operate vehicle and other equipment/machines effectively. Employee must possess hearing/speaking ability to communicate with staff, patients, etc. Employee must use due concern to prevent the spread of infection.

Terms of Employment: 188 days/7.25 hours

Salary: Category H

Evaluation: Performance of this job will be evaluated in accordance with Board Policy

Approved: 05-14-12