Speech Language Pathology Assistant (ESP)

Policy Information
Series Job Description - Job Descriptions

Speech-Language Pathology Assistant (ESP)
Policy # JD103

BOURNE PUBLIC SCHOOLS

SPEECH LANGUAGE PATHOLOGY ASSISTANT (ESP)

JOB DESCRIPTION

Reports to: Principal, Director of Special Education and Supervising SLP

Job Goal: To provide direct implementation of speech therapy services to identified students and classroom support to teachers/staff and students.

Supervises: N/A

Responsibilities:

A. General Responsibilities:

1. Provides direct speech-language therapy services to students, according to IEP goals, for the purpose of ensuring compliance with established practices and procedures
2. Assists in the implementation of the student's accommodations, modifications, goals, and objectives as stated on the IEP
3. Consults with teacher(s) and special education team
4. Collects and reports progress, assessment, and goals data to special education teacher, SLP, and appropriate administrator
5. Takes direction from supervising SLP
6. Respects children's confidentiality in all interactions with staff, parent, and school community
7. Uses specialized strategies and techniques
8. Attends meetings and workshops to maintain certification standards
9. Other duties and supports assigned by the principal, teacher(s), special education coordinator, or director of special education.

B. Professional & Ethical Practices:

1. Arrives on the job at required time and stays on the job for prescribed amount of time
2. Takes direction and implementation from supervising teacher(s) or IEP contact person
3. Reads and acknowledges student educational plans relevant to position
4. Maintains professional relationships with students, staff and administration
5. Participates in staff training *I* professional development
6. Reports concerns to the teacher(s) and/or administration
7. Adheres to confidentiality in all interactions with staff, parents, community
8. Demonstrates proficiency in oral and written communication skills
9. Models & promotes appropriate communication, socialization, and conversation skills
10. Fulfills any additional duty as assigned by administration

C. Instructional Content & Ability to Support Student Instruction:

1. Assists in the implementation of accommodations, modifications, organizational skills in accordance with the IEP
2. Fosters Independent learning skills as appropriate for developmental and grade level functioning
3. Assists with functional daily living skills as necessary including but not limited to feeding, communicating, functional adaptive skills, etc.
4. Supports students in developing appropriate behaviors including assisting in the implementation of a behavior intervention plan
5. Learns and displays knowledge of subject matter necessary to assist students
6. Collects data under the direction of staff

American Speech Language Hearing Association Speech-Language Pathology Assistant Licensure preferred.

Adoption Date: 5/7/2025