

Speech Language Pathology Assistant

Dept/Div: Special Education/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate human support work assisting certified staff in providing direct, indirect, and consultative speech/communication therapy services to speech/language impaired students; administering progress monitoring tools and reports progress to support the students plan; assisting certified staff during student assessments, and related work as apparent or assigned. Work is performed under the moderate supervision of the Assistant Director/Principal.

Qualification Requirements

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

Essential Functions

Provides direct, indirect, and consultative speech/communication therapy services in accordance with a student's Individualized Educational Plan (IEP) and directed by the Speech Language Pathologist.

Adapts school and classroom environments, tools, and materials in collaboration with the Speech Language Pathologist to improve student communication.

Assists the Speech Language Pathologist during assessment of students.

Administers and scores progress monitoring tools.

Documents student, patient, or client performance (e.g., collecting data and calculating percentages for the Speech Language Pathologist; preparing charts, records, and graphs).

Programs augmentative and alternative communication (AAC) devices.

Develops low-tech AAC materials for students.

Assists with clerical duties and site operations including creating purchase requisitions.

Other duties assigned.

Knowledge, Skills, and Abilities

General knowledge of the principles, practices and procedures of speech and language diagnosis and therapy; thorough knowledge of due process procedures; general knowledge of casework methods and procedures; general knowledge of local, state and federal resources, programs, procedures, laws and regulations related to speech and language therapy; skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to utilize Individual Education Plan (IEP) program and IEP billing software; ability to program Augmentative and Alternative (ACC) devices; ability to conduct interviews, assessments and diagnosis effectively and analyze needs and problems objectively; ability to communicate ideas clearly and concisely in both oral and written formats; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios, and percentages; ability to establish and maintain effective working relationships with associates, case managers, paraprofessionals and professionals, students and parents.

Education and Experience

Associates/Technical degree and moderate experience in a speech-language pathology assistance program, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or

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exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Speech Language Pathology Assistant certification upon hire.

Last Revised: 12/1/2022