

JOB DESCRIPTION

TITLE: Speech Language Pathologist Assistant

REPORTS TO: Program Director/Coordinator

JOB SUMMARY

Provides direct and indirect speech therapy services to students with communication disorders under the direction and supervision of a qualified speech-language pathologist. Ability to communicate verbally in Spanish to students, parents and staff will be giving additional consideration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends work regularly and as scheduled. Possess the ability to perform all functions of the job with or without reasonable accommodation.
- Provides direct therapy assistance to students by following written educational plans developed by the SLP.
- Collects data and documents student progress toward meeting established objectives as stated in the educational plan and as directed by the SLP.
- Participates in Medicaid billing by signing and initialing therapy notes for review and co-signature by the SLP.
- Conducts speech, language and hearing screenings without interpretation, using screening protocols specific by the SLP.
- Prepares instructional materials and completes clerical tasks as assigned.
- Ability to communicate verbally to students, parents and staff. Ability to communication in Spanish, preferred.
- Maintains good working relationships with ESD and local district personnel.
- Observes working hours and attends and participates at in-services and staff meetings.
- Follows directions and works well in a team situation with the SLPs.
- Serves as a resource to student services teams.

QUALIFICATIONS

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

- **Education and/or Experience:** AA degree or equivalent with two years or more experience working with children who have disabilities preferred. Certification as a Speech-Language Pathology Assistant by the Oregon State Board of Examiners for Speech-Language Pathology and Audiology or be in the process of becoming certified through enrollment in an appropriate college program leading to certification.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff and the public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** General knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint, Outlook) and Visions/Citrix database knowledge strongly preferred.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators and parents. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently.
- **Certificates, Licenses, Registrations:** A valid Oregon Driver's License. Ability to obtain a valid CPR/First Aid card.

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.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Dexterity of hands and fingers to operate a computer keyboard
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly required to talk and hear

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.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

I have read and understand this job description.

Signature:

Date:
