



# Greater Albany Public Schools

## Speech Language Pathologist Assistant

**Salary Level:** See current CBA

**Reports to:** Building Principal / Special Programs Administrator

**Work Calendar:** 179 days (elementary), 181 days (secondary)

**Classification:** Classified

**Location:** Varies

**Shift:** Varies

**Position Overview:** To support student learning by delivering high quality speech-language pathology services to students under the direction of licensed Speech-Language Pathologist (SLP).

**Essential Qualifications include the following:**

- Requires specialized training, certification, and licensing appropriate to the position.
- Ability to maintain Speech Language Pathology Assistant certification while employed.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand and implement the school/program's student discipline policy and manage student behavior effectively.
- Ability to understand and implement the school/program's instructional goals and carry out work assignments in a manner that supports those goals.
- Demonstrated ability to develop, organize and carry out work assignments, and to plan and direct the work of students and others associated with the program.
- Ability to obtain specialized training as required.
- Standard Red Cross First Aid certification, or the ability to obtain certification within two months of hire, may be required.
- High School Diploma, GED, or an equivalent combination of education, skills, and experience.

**Duties and Responsibilities (other duties may be assigned):**

- Conducts speech and language screenings utilizing screening protocols specified by the supervising SLP.
- Provides direct treatment assistance to identified students following written treatment plans or protocols developed by the supervising SLP. Provides instructions that are clear, concise, and appropriate to the student's developmental age, level of understanding, language use, and communication style.
- Documents student progress toward meeting established objectives stated in the treatment plan, maintaining legible records, log notes, and written communication in a manner prescribed by the supervising SLP.
- Assists the SLP with informal documentation during intervention sessions, prepares materials and assists with other clerical duties, maintaining student records in a secure and confidential manner at all times.
- Sets up, operates, and maintains equipment as prescribed by the SLP (e.g., assistive listening devices, augmentative and alternative communication devices, computers).
- Participate with the SLP in research projects, in-service training, and public relations programs in a manner that supports the district educational plan.

- Maintains high standards and expectations for students in a manner that encourages independent learning and personal growth.
- Standard Red Cross First Aid certification may be required
- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Albany School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Develop job skills necessary to meet changes in the position.

**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 is required to walk, sit, and reach with hands and arms. The employee occasionally will be required to restrain a student or provide physical assistance.

The employee must occasionally lift and/or move 25-50 pounds.

**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 moderate.

**Workplace Expectations:** The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules. The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved. The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

**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. All Classified/Coaching personnel are employed on a probationary basis contingent on completion of a criminal history verification based on fingerprints.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

**CANDIDATE STATEMENT:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work."

We're also adding a space at the end for the candidate to sign and date the job description at the end of the document that the candidate signs at onboarding. Attached are the job descriptions that have been updated since I started here in January. As Administrators request positions to be posted, if the job description hasn't been updated, I'll do that and after the job is posted, I'll send them to you.

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Candidate Signature

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Date