

SPEECH & LANGUAGE PATHOLOGIST ASSISTANT (SLPA)

Purpose Statement

The job of Speech & Language Pathologist Assistant (SLPA) was established for the purpose/s of under the supervision of a speech and language pathologist, conducting various tasks/treatment interventions to assist students with speech and language disorders.

This job reports to Speech/Language Pathologist and Director of Special Education.

Essential Functions

- Adapts educational materials and equipment for the purpose of providing intervention and/or meeting the individual student's needs.
- Assists in facilitating meetings/communications between therapist, site staff, parents, etc. for the purpose of developing plans and/or providing information regarding students goals.
- Collects data on student achievements for the purpose of documenting activities, preparing reports and/or updating IEP logs.
- Consults with speech/language pathologist, teachers, etc. for the purpose of providing requested information, developing plans for services.
- Instructs individual students with instruction appropriate supervisor(s) (e.g. phonetic alphabet, vocabulary and language, fluency, oral motor exercises, etc.) for the purpose of implementing goals for remediation of speech and language deficits.
- Maintains and prepares a wide variety of manual and electronic materials (e.g. charts, logs, records and/or reports) for the purpose of documenting activities, providing written reference, conveying information; and/or complying with mandated requirements.
- Maintains augmentative communication devices and equipment for the purpose of ensuring availability of required tools.
- Orders materials (e.g. catalogues, testing materials, warehouse orders, etc.) for the purpose of ensuring supplies are available to users.
- Participates in parent/teacher meetings, in-service trainings and/or research projects for the purpose of receiving or conveying information related to job responsibilities.
- Performs site visits at multiple work sites for the purpose of providing therapy and assistance as required.
- Researches resources and methods for the purpose of addressing students' functional goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and operating equipment used in speech and language therapy.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: articulation, language, fluency and oral motor therapy; sign language; and first aid and CPR.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; and establishing effective relationships with students.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Bachelor's degree in job related area

Requirement

This is a certified or non-certified position.

Certificates & Licenses

SLP medical license
Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade