

Job Title:	SPEECH LANGUAGE ASSISTANT	Reports to:	Director of Special Education
FLSA status:	Exempt	Supervisor duties:	none
Classification:	Certified	Approved on:	10/13/2020
Position Summary:	This position completes a variety of tasks such as activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Conducts speech and language screenings, without interpretation, and uses screening protocols developed by the Language, Speech, and Hearing Therapist
- Provides direct treatment assistance to students
- Follows and implements documented treatment plans or protocols
- Documents student progress toward meeting established objectives and reports the information to therapist
- Assists the therapist during assessments by assisting with documentation and performing clerical duties
- Prepares therapy material and/or equipment for use in therapy activities
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities
- Assists in maintaining student records, tallying data, preparing charts, records, graphs and reports
- Observes and reports significant behavioral patterns or other problems to the therapist
- Assists in maintaining appropriate behavior between activities
- Prepares various teaching materials such as charts, pictures, word lists, and other related items
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions
- Ability to respond appropriately to inquiries or complaints
- Ability to read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development
- Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.).
- State and federal laws and regulations regarding special education records, due process, service provision and speech language pathology.
- State laws and regulations governing the practice of speech-language pathology and local school district policies and procedures.
- Kentucky Eligibility Guidelines for Communication Disabilities and health and safety regulations.
- React to change productively and handle other tasks as assigned.
- Communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- Ability to use speech and language pathology equipment, materials, and procedures; normal speech, language, and hearing development
- Knowledge of language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation
- Knowledge of learning patterns in children; student behavior management techniques and strategies
- Knowledge of learning difficulties of children with special education needs
- Ability to hear, speak, read, record, and explain information, communication adequately

- Ability to maintain a collected behavior in stressful situations
- The ability to develop and maintain positive relationships with parents, students, and professional staff

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- Bachelor's Degree from an accredited college or university
- Current registration as a Speech Language Pathology Assistant (SLPA)

Computer Proficiency: MS Office Suite, Google Suite

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 the 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 stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

This position regularly works indoors. The noise level in the work environment is generally quiet to moderate and may become excessively noisy at times. Will have contact with employees, external agencies and the public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.