

Union Public Schools Job Description

Position Title: Speech and Language Pathology Assistant (SLPA)
Department: Special Education/Teaching and Learning
Reports To: Speech Language Pathologist and Director of Special Services

FLSA Designation: Exempt or Non-exempt

SUMMARY: Under the direction and supervision of a Speech and Language Pathologist, the Speech and Language Pathology Assistant (SLPA) assists in supplementing, enhancing, and extending speech/language therapy services by completing a variety of tasks such as, but not limited to, direct activities with students designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The SLPA serves students who have identified speech and language disorders and may have other disabilities as well.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Conducts speech and language screenings without interpretation and using screening protocols developed by the supervising Speech and Language Pathologist (SLP).
- Provides direct assistance for speech-language voice fluency hearing to students under the supervision of the SLP.
- Follows and implements documented IEP plans or protocols.
- Documents student progress toward meeting established objectives and reports the information to the SLP.
- Assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties.
- Prepares therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.
- Assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and creating an orderly and clean learning environment.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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: Hold a minimum of an associate's degree or provide equivalent academic coursework and clinical training hours for an SLPA and be licensed by Oklahoma Board of Examiners for Speech Pathology and Audiology (OBESPA); And Partner with an OBESPA-licensed Speech Language Pathologist (SLP) who has agreed to attend supervision training and will provide supervision and training to the SLPA.

CERTIFICATES, LICENSES, REGISTRATIONS: Licensed as a Speech-Language Pathology Assistant.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 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 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 this environment is quiet to loud depending upon the activity in the particular part of the day and location.