



EMPLOYEE NAME: _____

Revised: 3/06; 10/08; 1/10; 8/10, 10/12; 8/17; 6/18; 1/19

JOB DESCRIPTION

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| POSITION TITLE: Speech Language Pathology Assistant | JOB CODE: 436Z |
| DIVISION: Academic-Support and Specialized Services | SALARY SCHEDULE: Paraprofessional |
| DEPARTMENT: Special Education | WORK DAYS: 181 |
| REPORTS TO: Supervisor, Speech-Language Program and/or Education Program Specialist, SLP | PAY GRADE: NZ00 (Based on NH08) + Supplement |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Facilitates development of communication skills under the supervision of a certified SLP; serves in the capacity of a substitute SLP. | |

REQUIREMENTS:

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| 1. | Education Level: Bachelor Degree in Speech and Hearing Sciences required |
| 2. | Certification/License Required: None |
| 3. | Experience: 2 years of experience as school based SLP preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication, knowledge of speech-language disorders, student management |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Utilizes appropriate procedures for student safety and welfare. |
| 3. | Manages therapy schedule and provides therapy under the direction of a certified SLP. |
| 4. | Adjusts or modifies therapy plan based on therapy data. |
| 5. | Collects data on therapy progress and completes progress reports according to IEP. |
| 6. | Uses appropriate behavior management strategies. |
| 7. | Assists in developing an Individual Education Plan for students with speech-language disorders. |
| 8. | Reviews plans and schedules to be followed with a certified SLP on a regular basis. |
| 9. | Consults, as appropriate, with the building principal or a certified SLP or SLP Supervisor before initiating any procedures or change not previously approved. |
| 10. | Follows the policies, rules, and procedures as appropriate to which regular SLPs are subject. |
| 11. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____