



SPEECH & LANGUAGE PATHOLOGIST ASSISTANT (SLPA)

Job Overview

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.

Job 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.

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

Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience within specialized field

Minimum education: Bachelor's degree in job related area



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Ability to adhere to safety practices; apply assessment instruments; operate standard office equipment using pertinent software applications; prepare and maintain accurate records; and operate equipment used in speech and language therapy.
- Knowledge of articulation, language, fluency, and oral motor therapy; sign language; and first aid and CPR.
- Ability to maintain confidentiality; and establish effective relationships with students.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: CPR/First Aid Certificate; Valid Driver's License & Evidence of Insurability

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Non-exempt

Employee Type: Classified

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