JOB DESCRIPTION

Speech Therapist Assistant

JOB TITLE: Speech Therapist Assistant  WAGE/HOUR STATUS: Exempt

REPORTS TO: Campus Principal  TERMS: 187 Days

DEPARTMENT: Campus Assigned  PAY GRADE: Teacher Pay Schedule

PRIMARY PURPOSE:

Assist with planning and providing speech-language therapist services to students with speech, voice, or language disorders; assist with providing therapeutic intervention to eliminate or reduce problems or impairments that interfere with their students’ ability to derive full benefit from the educational program.

QUALIFICATIONS:

Education/Certification:

Bachelor’s degree in Speech-Language Pathology from an accredited college or university, preferred

Valid Texas license as a Speech-Language Pathologist Assistant granted by the State Board of Examiners for Speech-Language Pathology and Audiology (SBESLPA)

Special Knowledge/Skills:

- Ability to use the accepted tests and measurements to assess communication disorders and conditions
- Knowledge of evaluation, habilitation, and rehabilitation of speech-language disorders and conditions
- Ability to instruct and manage student behavior
- Excellent organizational, communication and interpersonal skills

Minimum Experience:

Experience in the prevention and intervention of speech, language and related impairments
JOB DESCRIPTION

SPEECH THERAPIST ASSISTANT

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Strategies

1. Assist with providing prevention strategies through in-service training and consultation

2. Assist with following IEP goals and objectives for children with speech and/or language impairments

3. Assist with providing speech and/or language services through a variety of services and delivery models to children in need

4. Assist with providing information to parents, children, and teachers regarding speech and/or language impairments

5. Assist with compiling, maintaining and filing all records and other documents required by federal, state, or district policies

Communication

6. Assist with establishing and maintaining open lines of communication by conducting conferences with parents, students, principals, and teachers

7. Use effective communication skills to present information accurately and clearly

Other

8. Participate in staff development activities to improve job-related skills

9. Comply with district policies, as well as state and federal laws and regulations

10. Adhere to the district’s safety policies and procedures

11. Maintain confidentiality in the conduct of district business

12. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)

13. Demonstrate regular and prompt attendance

14. Other duties as assigned
JOB DESCRIPTION

SPEECH THERAPIST ASSISTANT

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; regular district wide travel to student homes and multiple work locations as assigned; may be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities

EVALUATION: Speech Pathologist Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: ______________________________________
Signature: __________________________ __________________________ Date: __________________________

ESTABLISHED/REVISED: Feb., 2019