



# Longview Independent School District

## JOB DESCRIPTION

# SPEECH THERAPIST ASSISTANT

<b>JOB TITLE:</b>	Speech Therapist Assistant	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Campus Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Campus Assigned	<b>PAY GRADE:</b>	Teacher Pay Schedule

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### PRIMARY PURPOSE:

Plan and provide speech-language therapist services to students with speech, voice, or language disorders; provide 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



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### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Instructional Strategies**

1. Provide prevention strategies through in-service training and consultation
2. Follow IEP goals and objectives for children with speech and/or language impairments
3. Provide speech and/or language services through a variety of services and delivery models to children in need
4. Provide information to parents, children, and teachers regarding speech and/or language impairments
5. Compile, maintain and file all records and other documents required by federal, state, or district policies

#### **Communication**

6. Establish and maintain 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



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### 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

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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., 2017