

Washington West Supervisory Union Job Description

JOB TITLE: Speech Language Assistant

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To provide a wide range of technical support to the Speech & Language Program, principally in the form of increased frequency and intensity of services for students served by the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Confer regularly with supervising Speech/Language Pathologist regarding lesson scheduling, planning, and preparation, playing a key advisory role in planning the structure of materials for individual sessions.
- Perform a variety of scheduling tasks for the program.
- Prepare and organize various materials for lessons, under the guidance of the SLP.
- Provide direct services to students, in one-on-one or group therapy sessions, conducting a variety of tests, exercises and so forth.
- Record data on student progress and problems during sessions. Notify SLP of changes in student performance.
- Play a key role in preparing student evaluations and progress reports.
- Conduct hearing aid checks when appropriate.
- Conduct TALK program activities in kindergartens, first and second grades when needed: prepare materials, plan lessons, and teach classes.
- Conduct pre-kindergarten screening tests of language, cognitive, and fine and gross motor skills and readiness. Screen/test new students.
- Assist in testing/retesting current caseload students.
- Perform a variety of general record keeping tasks and related office work associated with the Speech/Language Program.
- Supervise the Speech Room when SLP is absent, including performing some of the regular functions of the SLP.
- Participate in a variety of school staff and committee meetings, special activities, and the like. Confer with classroom teachers and parents as appropriate to discuss individual student cases.
- Keep up-to-date on relevant speech/language teaching methods and theories.
- Other related duties as assigned.

SUPERVISION RECEIVED: Moderate supervision is received from a Speech/Language Pathologist.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties. May train, assist and occasionally direct junior co-workers and parent volunteers, but generally works along with those persons.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Bachelor's degree in an appropriate discipline, or minimum of two years of higher education plus four years of directly related experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- One year of directly relevant experience in the District desirable and possibly required.
- Strong technical skills in speech/language testing and training.
- Good working knowledge of speech and language disabilities; teaching/testing methods and theories; and relevant physiology and auditory processes.
- Experience working with children/adolescents.
- Ability to show patience, respect and compassion in working with students.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch. The employee must occasionally lift, carry, move and/or restrain school-aged students. Employee is occasionally required to drive. Employee is regularly required to handle stressful situations and resolve conflicts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed outside weather conditions. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.