Speech Language Pathology Assistant (SLPA)

**Purpose**

The job of Speech Language Pathology Assistant (SLPA) is done for the purpose of assisting in the identification of students with communication disabilities, working under the direction of the Speech Language Pathologist (SLP), teachers, administrators, and other members of the team; providing speech and language services to eligible students in alignment with their Individualized Education Plan (IEP); completing a variety of tasks to meet students education and communication needs, including activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; and providing assistance for implementation of appropriate treatment in order to achieve student success. This job reports to Director - Special Services and assigned Principal.

**Essential Functions**

- Assists with clerical duties and department operations, as directed by the SLP, (e.g. preparing materials, scheduling activities, etc.) for the purpose of providing reliable, up-to-date reference and documentation in compliance with government regulations and district requirements.

- Attends professional development trainings for the purpose of improving necessary skills.

- Collaborates with a variety of groups and/or individuals (e.g. SLP, teachers, parents, and/or other personnel, etc.) for the purpose of providing requested information.

- Disseminates information (e.g. to emergency response agencies for individuals who have communication or swallowing disorders, etc.) for the purpose of ensuring student safety and appropriate program services for students.

- Documents student performance (e.g. reports documentation to SLP, etc.) for the purpose of providing reliable, up-to-date reference and documentation in compliance with government regulations and district requirements.

- Maintains therapeutic equipment, as directed by the SLP, for the purpose of ensuring student safety, diagnosing problems and/or failures, identifying equipment and/or systems repair and replacement needs, and providing preventive maintenance.

- Participates in the implementation of other related duties, as assigned, for the purpose of ensuring efficient and effective functioning of the Department.

- Prepares a wide variety of written materials, as directed by the SLP (e.g. activity logs, correspondence, memos, treatment plans, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides instruction, as directed by the SLP, (e.g. programming and instructing in the use of communication with students and staff, etc.) for the purpose of ensuring implementation of appropriate program services to students.

- Provides services to students, as directed by the supervising SLP (e.g. following documented treatment plans/protocols in alignment with student's IEP, etc.) for the purpose of ensuring appropriate delivery of services to students.

- Provides assistance to the SLP with a variety of tasks (e.g. screenings without clinical interpretation, bilingual translation or interpretation during screening, assessment activities exclusive of data interpretation, etc.) for the purpose of ensuring appropriate implementation of program services for students.
Supports the supervising SLP with a variety of projects (e.g. research, in-service trainings, public-relation programs, marketing programs, etc.) for the purpose of assisting the SLP with administrative functions.

Travels to multiple sites within the district for the purpose of providing educational therapy to students.

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities
- **Skills** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; using skill-based competencies required to satisfactorily perform the functions of the job, including safety practices and procedures; assembling and repairing classroom equipment; operating equipment used in Speech Language therapy; preparing and maintaining accurate records; operating specialized equipment used in the treatment of communication disorders; and operating standard office equipment including pertinent computer software.

- **Knowledge** is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: technical knowledge of SLP, safety practices and procedures; Wyoming Chapter12 rules and regulations; and basic child development theory and principles.

- **Ability** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: effectively assessing necessary factors when using equipment; working with others in a wide variety of circumstances; working with a diverse student population; accurately interpreting data; operating a variety of equipment; maintaining confidentiality; working as part of a team; communication with diverse groups; displaying mechanical aptitude; establishing rapport with children; developing effective working relationships with students, staff, school and community; communicating clearly and concisely; performing duties with awareness of all district requirements and Board of Education policies, adapting to changing work priorities; utilizing specialized equipment in communication disorders; meeting deadlines and schedules; working with detailed information/data; and translating therapy into meaningful educational activities.

Responsibility
- Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment
- The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: None specified
**Required Testing:**
None specified

**Certificates and Licenses**
- Valid Driver’s License & Evidence of Insurability
- Current Wyoming License to practice Speech Language Pathology as a Speech Language Pathology Assistant

**Continuing Educ. / Training:**
Minimum of 12 continuing education hours annually directly related to Speech/Language Pathology
Maintain SLPA licensure

**Clearances:**
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
Non Exempt

**Approval Date**
8/21/2019

**Salary Grade**
77

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I have read and understand the scope of the job and hold the minimum requirements:

**Employee Name (Please Print):** ______________________________________________________

**Employee Signature:** ________________________________________________ Date: ____________