



Littleton Elementary School District Position Description

TITLE: Speech Language Pathologist Assistant

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To provide speech and language services and appropriate intervention services to eligible students under the direction of a licensed speech-language pathologist. To maintain speech and language special education records and documentation as directed by licensed speech-language pathologist.

PRINCIPAL DUTIES: (essential functions)

- Plan and provide appropriate individual and group therapy to students consistent with speech/language goals contained in Individual Education Plans (IEP) under the direction of the licensed speech-language pathologist
- Assist the speech-language pathologist with speech-language and hearing screenings (without clinical interpretation of results)
- Follow documented treatment plans or protocols developed by the licensed speech-language pathologist
- Participate in determining student progress and readiness for termination of therapy services
- Collaborate with classroom teachers to plan and implement classroom based activities to improve oral and written language skills of students under the direction of the licensed speech-language pathologist
- Attend regularly scheduled speech therapy meetings
- Compile, maintain and file all reports, records and other documents required
- Perform checks and maintenance of equipment
- Collect data for monitoring quality improvement
- Support the supervising speech-language pathologist in research project and in-service training.
- Comply with policies established by federal and state law, State Board of Education rules and state Board of Examiners Licensing Board for Speech-Language Pathology and Audiology
- Present a positive role model for students and support the mission of the school district
- Maintain a positive and effective relationship with supervisors
- Comply with all district guidelines and regulations
- Effectively communicate with colleagues, students and parents regarding the accomplishment of therapy goals and needs
- Demonstrate behavior that is professional, ethical, and responsible
- Performs other duties as may be assigned

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of habilitation and rehabilitation of speech, language, and hearing disorders
Excellent organizational, communication, and interpersonal skills
Ability to travel to multiple work locations as assigned.
Using computer and related software
Analyzing and interpreting data
Monitoring safety procedures
Evaluation, mentoring, and training methods
Arizona State Law and District policies and procedures
Human growth and development
Effective discipline methods
Positive interpersonal skills to interact with staff, parents and community

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl

Specific vision abilities required by this job include close vision, distance vision, and color vision

PREFERRED QUALIFICATIONS:

Bachelors Degree in speech-language pathology from an accredited college or university

REQUIRED LICENSE/CERTIFICATION:

Valid State of Arizona Driver’s License
Valid Arizona license as a speech-language therapy assistant granted by the Arizona Board of Examiners for Speech-Language Pathology and Audiology

TERMS OF EMPLOYMENT:

Ten, eleven or twelve month. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of Certified Personnel.

Approved by: _____ Date: _____

Reviewed to and Agreed to by: _____ Date: _____