WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

SPEECH LANGUAGE PATHOLOGY ASSISTANT

QUALIFICATIONS:

1. Minimum of a bachelor's degree from an accredited institution in the field of Communication Sciences and Disorders (CSD), Speech Language Pathology, or related field.
2. Valid Florida Speech Language Pathology Assistant license.
3. Valid Speech Language Pathologist Assistants Certification (C-SLPA) (ASHA), preferred.
4. Successful completion of a minimum of 100 hours of supervised fieldwork experience, preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Coordinator of ESE and Principal or assigned designee.

SUPERVISES: None

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of speech, language, hearing, and communication disorders and effective methods of treatment. Ability to communicate effectively with a variety of audiences, orally and in writing, including electronic media. Excellent time management skills and ability to organize, prioritize, and manage work assignments in an efficient manner and within established timeframes. Operating knowledge of computer programs, including email, word processing, spreadsheets, databases, and web-based technologies and platforms. Ability to establish and maintain collaborative working relationships with all stakeholders. Ability to effectively engage in the problem-solving process.

POSITION GOALS

Assist Speech Language Pathologists (SLPs) in providing communication services to students while ensuring that all procedures are followed to maintain safety and security and to meet federal, state, and local regulations.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with Speech Language Pathologists (SLPs) and District staff to design a therapy program in accordance with District Exceptional Student Education (ESE) programs and the needs of students.
2. Assist in evaluating, diagnosing, and treating speech, language, communication, and swallowing disorders based on an assessment of student needs and in accordance with District procedures.
3. Assist SLPs in conducting speech, language, and hearing screenings and diagnostic evaluations to students as required to determine the need for clinical services.
4. Collaborate with SLPs and District staff to provide therapy to students based on needs outlined in Individualized Education Programs (IEPs), provide schedules for students, and complete appropriate follow-up and documentation related to therapy.
5. Differentiate student treatment and therapy based on an assessment of student learning needs and recognition of individual differences in students by applying varied strategies and resources.
6. Collaborate with SLPs to develop educational and therapy plans annually for each student based on individually assessed needs in accordance with District procedures.
7. Assist SLPs with conducting an inservice program to inform teachers of the goals and objectives of the ESE program and how to achieve goals in the school setting.
8. Participate in the development of student IEPs and implement them as necessary to ensure students' needs are appropriately met.
9. Participate in the comprehensive evaluation, review, and reevaluation process, the in-school staffing process, and the screening process as appropriate.
10. Collaborate with and participate in evaluation teams for speech, language, and hearing-impaired students.
11. Maintain open lines of communication with students, parents/guardians, and teachers regarding progress and information to support student needs and services.
12. Record, prepare, and maintain required reports and documentation and ensure confidentiality is maintained as required by federal, state, and District policies.
13. Maintain a student-centered learning environment that is safe, organized, equitable, flexible, inclusive, and collaborative and accommodates the differing needs of students.
14. Provide assistance with supervision of students during emergency drills, assemblies and/or field trips when not engaged in SLP-A duties or providing direct therapy to students.
15. Follow District policies and procedures concerning education, health, safety, personal information, and the wellbeing of students.
16. Maintain required licensure/certifications, participate in professional development workshops and in-service training sessions as required, attend required meetings, and keep abreast of current trends, laws, regulations, and statutes.
17. Maintain the requirements of professional responsibility and ethical conduct by fulfilling expected obligations to students, the public, and the education profession while adhering to all rules and requirements.
18. Maintain a high level of integrity and confidentiality with student information.
19. Exhibit interpersonal skills to work as an effective team member.
20. Always maintain the highest level of professional and ethical conduct.

21. Perform duties assigned by the SLP within guidelines of the Speech Language Pathology Assistant (SLPA) as outlined by the Florida Department of Health.
22. Perform other duties assigned by the designated supervisor.

TERMS OF EMPLOYMENT: Ten months (196 days), 7.5 hours per day, 5 days per week. Salary to be based on the Board adopted non-instructional salary schedule.

CLASSIFICATION: Non–Exempt

EVALUATION: Performance of this position will be evaluated annually by the Coordinator of ESE and Principal or assigned designee in accordance with the Board policy for evaluation of non-instructional personnel.

Job Description Supplement No. 4