SPEECH LANGUAGE PATHOLOGIST ASSISTANT
Early Intervention Program
STANDARD POSITION DESCRIPTION

Classification: Classified
Location: Assigned School(s)

Reports to: Special Services Administrator
FLSA Status: Exempt

Bargaining Unit: NTPA

This is a standard position description to be used for speech language pathologist assistant positions with similar duties, responsibilities, classification and compensation. Speech language pathologist assistants assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Speech language pathologist assistants (SLPAs) work in a variety of elementary and secondary school settings by focusing on helping students with a wide range of speech–language-related problems to meet performance standards in collaboration with an SLP. The work includes the use of evidence-based assessment and intervention practices in the prevention, assessment, intervention, and program design efforts that are integrated within a school or early intervention setting.

Primary responsibility shall include student safety and appropriate collaboration and attention to each student’s readiness to learn including needed guidance, discipline, and welfare. Employee may work in a variety of elementary and/or secondary educational, individual or team settings including children’s homes in early intervention assignments. Employee may rotate among several schools.

The District represents a diverse community with a population of approximately 40% students with diverse backgrounds. We seek an individual who has successful experience in working with culturally diverse families and communities. The selected candidate must demonstrate a commitment to strengthening community engagement and communication with the District’s diverse populations.

Part II: Supervision and Controls over the Work:

The employee works with a high level of independence and professional discretion under the general supervision of a designated school administrator and SLP. The employee’s work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of Washington Administrative Code and Revised Code of Washington, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement.

Part III: Major Duties and Responsibilities listed may include, but are not limited to the following:

1. Provides evaluations of students referred to the early intervention program. May evaluate all areas of development in accordance with Part C regulations.
2. Develops and maintains a schedule of services to assure the needs of all assigned students and families are met to include home visitations and/or toddler group interventions.

3. Maintains individual student service records as required by the federal government, state, district, and sound professional practice.

4. Provides habilitative or rehabilitative services for those students in need of early intervention services. SLPA may function as the primary service provider and address other student needs in collaboration with Early Intervention teachers or outside service providers.

5. Provides consultative services to appropriate personnel (i.e. teachers, administrators, parents, etc)

6. Maintains ongoing records for each individual case.

7. Initiates and updates short-term and long-term goals for each case as appropriate to inform service provision to both children and families within the parameters of Part C regulations.

8. Provides assistance for training of other personnel to facilitate the development of appropriate communication skills and improve the parents’ ability to enhance such development in the child’s natural environment.

9. Works in a flexible and cooperative manner.

10. Treats co-workers, supervisors, students, parents and others with dignity and respect at all times. Serves as a positive role model for students, and practices the behaviors that are expected of our students.

11. Works closely with reading specialists, special education teachers, occupational therapists, physical therapists, school psychologists, audiologists, guidance counselors, and social workers, in addition to others.

12. Works with school and district administrators in designing and implementing programs.

13. Work includes data-based decision making, including gathering and interpreting data with individual students, as well as overall program evaluation.

14. In performing the above duties, works collaboratively in a professional learning community with other teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective practices, and developing and implementing best practices.

15. Actively participates in department meetings, assist building efforts to plan, budget, implement, and evaluate the school’s program and to do related work as required. In carrying out these responsibilities, follows school policy and procedures, standard practices, and approved curriculum, and will actively and positively support the school vision.

16. Is constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff associates when the there is reason to suspect or reasonably believe that a student is at risk or in danger due to such issues as bullying, sexual harassment/misconduct, depression or suicide ideation, or academic failure. The SLPA serves as a positive role model for students and practices the behaviors that are expected of students.
17. Assists in the supervision of students at school activities and events. Remains vigilant of students throughout the school day and the school location, taking the initiative to engage students when students are acting inappropriately or in inappropriate locations for the time of day.

18. Required to follow Board policies and stay abreast of updates and changes.

19. Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Ability to understand procedures and function in a school system with regard to the special part health services play in the overall education of the student.

3. Ability to work cooperatively with students and their parents, district staff, and community members who are culturally, racially, and linguistically diverse.

4. Ability to effectively communicate with parents, students, and staff verbally and in writing.

5. Commitment to collaboration and teaming and effectiveness in working within a professional learning community.

6. Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.

7. Valid Washington State driver’s license and ability to travel between children’s homes and other job related locations during the work day.

Part V: Desired Qualifications:

1. Experience working with, or knowledge, of Limited English Proficient students.

2. Bachelor’s degree in speech pathology from an accredited college or university.

3. Bilingual skills.

4. Successful experience in a diverse student environment.

5. Successful experience in a team teaching environment.
Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with the subject being taught, but can be abnormally loud on occasion.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.