

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: SPEECH/LANGUAGE PATHOLOGIST ASSISTANT (SLPA)

TYPE: Classified

REPORTS TO: Special Education Administrator

POSITION SUMMARY: Under general supervision to assist a variety of instructional activities; to assist in the conduct of learning activities with children experiencing special learning needs; to perform a variety of routine clerical and supportive activities for instructional personnel; and to do other related work as required/requested.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent.
2. Complete 45 credits in speech language pathology technical coursework; complete a minimum of 45 general education credits, and document a minimum of 100 clock hours of supervised clinical interaction within a practicum.
3. State certification from the Oregon State Board of Examiners for Speech, Language & Audiology.
4. Demonstrated knowledge and ability through a formal state or local academic assessment.
5. Criminal history clearance.

ESSENTIAL FUNCTIONS:

1. Conduct speech, language & hearing screenings without interpretation, utilizing screening protocols specified by the supervising SLP.
2. Provide direct treatment assistance, excluding dysphasia, to students identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP.
3. Document student progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and reports this information to the supervising SLP.
4. Assist the SLP in collecting and tallying of data for assessment purposes, without interpretation.
5. Assist the SLP with informal documentation during intervention, prepare materials, and assist with other clerical duties as specified by the SLP.
6. Schedule activities and prepare charts, records, graphs, or other displays of data.
7. Perform checks and maintenance of equipment.
8. Participate with the SLP in research projects, in-service training, and public relation programs.
9. Sign or initial treatment notes for review & co-signature by the SLP.
10. Bill Medicaid Services for speech/language services provided to qualified students.
11. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner as developed by the supervising SLP.
12. Confers/assists with colleagues, administration, student, and/or parents as needed.
13. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
14. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
15. Operates computer and software programs as related to job responsibilities.
16. Lifts, moves or restrains a student on a regular basis.

Lebanon Community Schools

17. Frequent or prolonged standing, walking and sitting.

18. Frequent and prolonged talking/hearing conversations.

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings, although, some outdoor instruction and supervision may be required.
2. This position may require travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage).
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current base work year is approximately 180 paid days, subject to change. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

"I hereby certify that I am able to fulfill the essential functions of the above position."

Employee Name (Print)

_____ Date

Employee Signature

_____ Date

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
	R - Rarely (Less than .5 hr per day)		O - Occasionally (.5 - 2.5 hrs per day)		
	F - Frequently (2.5 - 5.5 hrs per day)		C - Continually (5.5 - 8 hrs per day)		
	NA - Not Applicable				
Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)	X				
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: _____ 30 lbs. _____		X			
*Lifting/Carrying Maximum weight: _____ 20 lbs. _____		X			

* Identify items typically moved: Books, boxes of paper, supplies, carts, file drawers