

TITLE **Speech Language Pathologist Assistant (SLPA)**

QUALIFICATIONS Minimum of a Bachelor's Degree;
Valid Tennessee teaching license with an appropriate endorsement of
Speech Language;
Strong written, verbal, presentation and interpersonal skills; and
Meets health and physical requirements.

JOB GOAL **Under the supervision of a speech and language pathologist, to conducting various tasks/treatment interventions to assist students with speech and language disorders**

ESSENTIAL FUNCTIONS

- Adapt educational materials and equipment to provide intervention and/or meeting the individual student's needs.
- Assist in facilitating meetings/communications between therapist, site staff, parents, etc. to develop plans and/or to provide information regarding students' goals.
- Collect data on student achievements to document activities, preparing reports and/or updating IEP logs.
- Consult with speech/language pathologist, teachers, etc. to provide requested information, developing plans for services.
- Instruct individual students with instruction appropriate supervisor(s) (e.g., phonetic alphabet, vocabulary and language, fluency, oral motor exercises, etc.) to implement goals for remediation of speech and language deficits.
- Maintain and prepare a wide variety of manual and electronic materials (e.g., charts, logs, records and/or reports) to document activities, providing written reference, conveying information; and/or complying with mandated requirements.
- Maintain augmentative communication devices and equipment to ensure the availability of required tools.
- Order materials (e.g., catalogues, testing materials, warehouse orders, etc.) to ensure that supplies are available to users.
- Participate in parent/teacher meetings, in-service trainings and/or research projects to receive and convey information related to job responsibilities.
- Perform site visits at multiple work sites to provide therapy and assistance as required.
- Research resources and methods to address students' functional goals.
- Perform other related duties as assigned to ensure the efficient and effective functioning of the work unit.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to an elementary school, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, crouching and/or crawling

4. Reaching, handling
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to generalizing, evaluations, or decisions based on sensory or judgmental criteria.
5. Ability to handle conflict appropriately.
6. Good interpersonal skills.
7. Ability to use time wisely.
8. Proficient in verbal and written communication.
9. Good organizational skills.
10. Respect for confidentiality of information.
11. Ability to respect organization in a positive manner.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Manual Dexterity: The ability to move the hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
6. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts or tables.

WORK CONDITIONS

Normal working environment. This job is performed in a generally clean and healthy environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

TERMS OF EMPLOYMENT

Expected to complete a Work Agreement for the traditional 200-day work year.

IMMEDIATE SUPERVISOR

Speech Language Pathologist, then the Supervisor of Special Education

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigne