

**JOB DESCRIPTION**  
**Cumberland County School District**

**SPEECH & LANGUAGE PATHOLOGIST ASSISTANT (SLPA)**

**Purpose Statement**

The job of Speech & Language Pathologist Assistant (SLPA) was established for the purpose/s of under the supervision of a speech and language pathologist, conducting various tasks/treatment interventions to assist students with speech and language disorders.

This job reports to Speech/Language Pathologist and Director of Special Education.

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**Essential Functions**

- Adapts educational materials and equipment for the purpose of providing intervention and/or meeting the individual student's needs.
- Assists in facilitating meetings/communications between therapist, site staff, parents, etc. for the purpose of developing plans and/or providing information regarding students goals.
- Collects data on student achievements for the purpose of documenting activities, preparing reports and/or updating IEP logs.
- Consults with speech/language pathologist, teachers, etc. for the purpose of providing requested information, developing plans for services.
- Instructs individual students with instruction (e.g. phonetic alphabet, vocabulary and language, fluency, oral motor exercises, etc.) for the purpose of implementing goals for remediation of speech and language deficits.
- Maintains and prepares a wide variety of manual and electronic materials (e.g. charts, logs, records and/or reports) for the purpose of documenting activities, providing written reference, conveying information; and/or complying with mandated requirements.
- Maintains augmentative communication devices and equipment for the purpose of ensuring availability of required tools.
- Orders materials (e.g. catalogues, testing materials, warehouse orders, etc.) for the purpose of ensuring supplies are available to users.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Participates in parent/teacher meetings, in-service trainings and/or research projects for the purpose of receiving or conveying information related to job responsibilities.
- Performs site visits at multiple work sites for the purpose of providing therapy and assistance as required.
- Researches resources and methods for the purpose of addressing students' functional goals.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference is in accordance with administrative and legal requirements.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating standard office equipment using pertinent software applications; preparing and maintaining accurate records; and operating equipment used in speech and language therapy.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: articulation, language, fluency and oral motor therapy; sign language.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; and establishing effective relationships with students.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is desired.

**Education**

**Requirement**

This is a certified position.

**Certificates & Licenses**

SLPA medical license

Valid Driver's License & Evidence of Insurability

**Continuing Educ./Training**

Maintain License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**