



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Speech Language Pathology Assistant	Location:	Special Services
Reports To:	Director of Special Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	199 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

Two year or four-year degree

Certificates and Licensure Requirements

- Current SLPA license through Arizona Department of Health Services
- Current CPR and First Aid certification
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To serve as support personnel for the Speech Language Pathology program

Qualifications

- Must complete clerical testing
- Ability to relate and work well with children
- Efficient typing skills
- Computer literacy
- Ability to operate routine office equipment
- Ability to communicate effectively, orally and in writing, both to adults and children
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

Responsibilities and Requirements

- Knowledge of Language and articulation development, disorders and rehabilitation
- Knowledge of child behavior and behavior modification
- Knowledge of correct English usage, grammar, punctuation, spelling and vocabulary
- Knowledge of specialized communication systems and devices such as Picture Exchange Communication System
- Knowledge of record keeping, data collection, and research abilities
- Knowledge of personal computers and software knowledge including word processing and educational software
- Conduct speech language screenings, without interpretation, and using screening protocols developed by the supervising specialist
- Provide direct treatment assistance to students under the supervision of a specialist
- Follow and implement documented treatment plans or protocols developed by the supervising specialist
- Document student progress toward meeting established objectives and report the information to the supervising specialist
- Schedule activities and prepare charts, records, graphs and data
- Perform checks and maintenance of equipment including, but not limited to augmented communication devices
- Assist with research projects, in-service training and family or community education

MEETINGS

- Attend staff meetings and district in-service programs

TEAM MEMBERS

- Be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment

OPERATIONS

- **POLICIES & REGULATIONS:** Know and observe Board policies and regulations
- **HEALTH & WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self
- **TEACHER ABSENCE:** Advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** Account for school and district property, as required



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- PHYSICAL PLANT: Advise administration immediately of needed repairs, replacements and/or unsafe building conditions
 - COMPLETION OF DAILY DUTIES: Remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
 - EMERGENCY PROCEDURES: Follow school regulations regarding emergency procedures
 - ATTENDANCE: Report to work daily at times assigned and remain on thru time prescribed in district policy
- OTHER**
- Perform other duties when assigned by Building Principal

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.