

\_\_\_\_\_ **INDEPENDENT SCHOOL DISTRICT**

**JOB DESCRIPTION**

**JOB TITLE:** Speech-Language Pathologist Assistant    **WAGE/HOUR STATUS:** \_\_\_\_\_

**REPORTS TO:** Supervising Speech-Language Pathologist    **PAY GRADE:** \_\_\_\_\_  
Principal and Director for Special Education

**DEPT./SCHOOL:** Admin/Assigned Campus(es)

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**PRIMARY PURPOSE:**

To provide speech and language services and appropriate intervention services to eligible students under the direction of a licensed supervisor. To maintain speech and language special education records and documentation as directed by licensed supervisor.

**QUALIFICATIONS:**

**Education/Certification:**

- Bachelors Degree in speech-language pathology from an accredited college or university
- Valid Texas License as a speech-language therapy assistant granted by the Texas Board of Examiners for Speech-Language Pathology and Audiology.

**Special Knowledge/Skills:**

- Knowledge of habilitation and rehabilitation of speech, language, and hearing disorders.
- Excellent organizational, communication, and interpersonal skills.
- Ability to travel to multiple work locations as assigned

**Experience:**

- Minimum of 50 hours observation and direct clinical service as directed by the Assistant's License requirements.

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Program Management/Job Description**

1. Plan and provide appropriate individual and group therapy to students consistent with speech/language goals contained in Individual Education Plans (IEP) under the direction of the licensed supervisor.
2. Participate in Annual Admission, Review, and Dismissal (ARD) Committee meetings if: a) meets requirements set forth in licensing board and b) is approved by licensed supervisor.
3. Participate in determining student progress and readiness for termination of therapy services.
4. Collaborate with classroom teachers to plan and implement classroom based activities to improve oral and written language skills of students under the direction of the licensed supervisor.
5. Attend regularly scheduled speech therapy meetings.
6. Compile, maintain, and file all reports, records, and other documents required.

## Job Description

### Speech-Language Pathologist Assistant

7. Administer routine tests as directed by supervisor when the licensed supervisor has assured proper training and administration of such tests.
8. Comply with policies established by federal and state law, State Board of Education rules and state Board of Examiners Licensing Board for Speech-Language Pathology and Audiology.

### **School climate**

9. Present a positive role model for students and support the mission of the school district.
10. Maintain a positive and effective relationship with supervisors.
11. Comply with all district guidelines and regulations.
12. Effectively communicate with colleagues, students, and parents regarding the accomplishment of therapy goals and needs of the student under the direction of the licensed supervisor.

### **School Improvement**

13. Respond to needs related to job responsibilities.
14. Assist in the selection of materials, equipment, and other instructional material.

### **Student Management**

15. Create an environment conducive to learning and appropriate to the maturity and interest of students.
16. Establish control and administer discipline according to board policies and administrative regulations.

### **Professional Growth and Development**

17. Develop needed professional skills appropriate to job assignment.
18. Demonstrate behavior that is professional, ethical, and responsible.

### **School or Community Relations**

19. Articulate the district's mission and goals in the area of speech therapy to the community and solicit its support in realizing the mission.
20. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
21. Demonstrate the use of appropriate and effective techniques for community and parent involvement.

## **WORKING CONDITIONS:**

### **Mental Demands:**

- Ability to communicate (verbal and written); ability to instruct; maintain emotional control under stress

### **Physical Demands/Environmental Factors:**

- Regular district-wide travel; moderate lifting and carrying