



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Speech Language Pathology Assistant**  
 Job Family: **Instructional Support**  
 Prepared/Revised Date: **November 26, 2013**

FLSA Status: **Non-Exempt**  
 Pay Range: **PT30H**  
 Job Code: **24101**

**SUMMARY:** Responsible for implementing speech language therapy services under the supervision and direction of a licensed Speech Language Pathologist to address a wide range of communication disabilities, including those associated with articulation, oral motor, developmental apraxia, voice, fluency, receptive and expressive language, auditory processing, reading disabilities and others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Implement the treatment/intervention with students based on the documented treatment plan developed by a licensed Speech Language Pathologist. Work with individual students and small groups in classrooms and pull-out sessions.	D	50%
2. Prepare, organize and maintain student materials, equipment and work area. Maintain clean equipment, adhering to infection control protocol.	D	10%
3. Monitor progress and consult with team to ensure student is meeting current Individualized Education Plan (IEP) goals.	D	5%
4. Record daily documentation of all student-related activity. Complete and maintain required records, files and paperwork.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist the Speech Language Pathologist in the assessment of students.	W	5%
7. Assist the Speech Language Pathologist in communicating information to parents regarding student progress and follow-up strategies that can be implemented at home to promote student progress.	W	5%
8. Conduct speech language screenings using specific protocols.	W	5%
9. May assist multi-needs students with toileting and/or medical needs.	W	5%
10. Attend appropriate inservices, building meetings, training, IEP meetings, parent conferences and/or school functions.	M	3%
11. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL =</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Communication Disorders, Speech Language Pathology or Speech Communication with successful completion of a Speech Language Pathology Assistant Program which meets or exceeds the recommended guidelines established by the American Speech Language Hearing Association
- One to two years of related experience required
- Equivalent combination of education and experience acceptable



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Speech Language Pathology Assistant Authorization issued by the Colorado Department of Education
- Valid Colorado driver’s license
- Criminal background check required for hire
- Crisis Prevention Institute (CPI) required within 1 month of hire
- Special Education Paraprofessional Academy classes (5 in first 2 years of hire)

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic math skills
- Personal computer and keyboarding skills
- Bilingual oral and written communication skills may be required or preferred
- Knowledge of basic human communication and how disorders impact communication
- Knowledge of communication and augmentation devices and alternative modes of communication
- Knowledge of students with special needs
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to participate and work in a team environment
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with communication and augmentation devices
- Basic operating knowledge of and experience with personal computers, peripherals and media equipment
- Basic operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Responsible for supervising the behavior and well-being of students during classroom or pull-out sessions.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	
Peripheral vision	x



<b>VISION DEMANDS:</b>	<b>Required</b>
Depth perception	
Ability to adjust focus	x

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	