

**North Wasco County School District**  
**Job Description – Speech Language Pathologist Assistant**

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**Title:** Speech Language Pathologist Assistant

**Classification:** Classified ESP

**Reports To:** Director of Special Education

**Work Year:** 187 Days

**Job 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.

**Qualifications**

An SLPA must complete an approved course of academic study, field work under the supervision of an ASHA-certified and/or licensed SLP, and on-the-job training specific to SLPA responsibilities and workplace behaviors. The academic course of study must include or be equivalent to:

- a) an associate's degree in an SLPA program, *or*
- b) a bachelor's degree in a speech-language pathology or communication disorders program, and successful completion of a minimum of one hundred (100) hours of supervised field work experience or its clinical experience equivalent *and*
- c) Demonstration of competency in the skills required of an SLPA.
- d) Must hold a current recognized first aid card or be willing to obtain same if directed by the district under ORS 342.664 (2).

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.

- Instructional strategies that address articulation, language and other communication disorders
- Knowledge of effective student management techniques
- Ability to supervise students using both empathetic and disciplinary approaches.
- Ability to work and communicate with students at all academic levels.
- Ability to work collaboratively and maintain a positive relationship with co-workers, students and support staff.
- Demonstrated proficiency in specific computer software programs, including speed and accuracy in the use of office equipment may be required prior to employment.
- Knowledge of Individual Education Planning for students with communication disorders.
- Follow District and School policies and regulations.
- Operate support technology equipment used to support instruction.
- Communicate effectively in both oral and written form.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Speech Language Pathology Assistant Certificate
- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Driver's License
- Obtain Oregon State restraint and CPI Certification

**Essential Duties and Responsibilities** include the following (Other duties may be assigned). (Attendance)

- Conduct speech and language screenings without interpretation, utilizing screening protocols specified by the supervising speech language pathologist (SLP)
- Provides direct treatment assistance, excluding dysphasia (as opposed to feeding for nutritional purposes), to clients identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP.

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- Documents student progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and report this information to the supervising SLP.
- Assists the SLP in collecting and tallying of data for assessment purposes, without interpretation.
- Maintain regular attendance and available to students according to schedule treatment and meetings.
- Support SLP with records, charts, reports, graphs, and documentation of plans and interventions.
- Participates with SLP on research projects, in-service training, and public awareness programs.
- Coordinates and maintains communication between staff, students, parents and public who are involved in the program or department.
- Seek professional development to maintain a high level of knowledge and skills for school-based services and to fulfill continuing education requirements to maintain State of Oregon certification

**Supervisory Responsibilities:**

Supervision is not normally a responsibility of this position.

**Language Skills:**

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to write reports, business correspondence, school handbooks and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

**Reasoning Ability:**

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Physical Requirements:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

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5. Lifting:
- { } Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
  - {x} Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - { } Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking. **Note:** *Extra Lifting beyond 50 lbs in the SLC Programs must include equipment designed to assist lifting students, including and two-person lifts*
  - { } Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - { } Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
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**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

**EMPLOYEE STATEMENT:**

*"I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."*

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Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date