

Central Rivers Area Education Agency

Title: Speech-Language Pathology Assistant (SLP-A)

Qualifications

1. High school diploma or equivalent, with some college preferred.
2. Must be dedicated to children, and demonstrate ability to work with them.
3. Good computer skills (Word, Excel, email, Google, etc.).
4. Good communication skills.
5. Good organizational skills.
6. Ability to receive and process instructions.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Skills and Abilities

Ability to develop and maintain professional relations as evidenced by ability to relate positively with staff, parents, students, and the community. Verbal and written communication skills, including communicating a positive attitude. Ability to function as a team member. Ability to establish and maintain a favorable working and learning atmosphere. Ability to demonstrate actions that support the agencies (AEA, LEAs, and other partners) and their missions. Maintain confidentiality related to agency, district, student, and family information. Demonstrated sensitivity and respect for diversity.

Reports To: Regional Administrator or designee

Supervises: N/A

Job Goal: To provide support to the assigned speech-language pathologist(s).

Performance Responsibilities

1. Maintains communication with assigned speech-language pathologist(s).
2. Knowledge as it relates to technology.
3. Data entry for student progress as reported and requested by assigned SLP.
4. Prepares appropriate student materials and activities as approved by assigned speech-language pathologist(s).
5. Maintains and distributes reports and records as required by law, agency policy, and administrative requirements.
6. Participates in professional learning activities related to their job duties.
7. Participates in specified service area and discipline activities and committee work.
8. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities, and adheres with agency regulations and safety practices.
9. As a result of a workload review and as directed by a special education administrator, SLP Assistant may provide direct services to students on IEP goals on a temporary and/or occasional basis.
10. Understands and supports federal, state, and agency regulations and procedures.
11. Perform other duties as may be assigned.

Physical, Mental and Visual Effort

Continuous speaking, hearing, and visual effort. Frequent walking, sitting, standing, and reaching. Occasional climbing, kneeling, and transporting up to 50 lbs. High degree of concentration requiring

continuous and often intense mental and visual attention. Numerous irregularities, complicated and complex tasks are involved.

Working Conditions

Work is performed in a school/office setting. Frequently exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work may involve irregular hours and days. Some travel is required. Exposed to hazards of the road when driving.

Terms of Employment: Length of work year as established by the administration with Board approval. Compensation established by terms of the Master Contract.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Administrative Guidelines for Classified staff.

Approval Date: September, 2014