

HOOD RIVER COUNTY SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

Job Classification: Para-Professional

Job Title: Speech Language Pathology Assistant

Job Purpose Statement/s: The job of "Speech Language Pathology Assistant" is done for the purpose/s of mitigating the effects of language skill deficits for students by providing diagnostic, consultative and direct instructional services for eligible speech/language handicapped students, in cooperation with the Licensed Speech Language Pathologist(s); documenting therapy intervention strategies and student progress/activities/outcomes; addressing specific speech related needs of students; providing a safe and optimal learning environment, and providing direct feedback to students, parents and administration regarding student progress, expectations, goals, representing the district as needed in special education meetings, etc. This position reports to the Director of Student Services.

Essential Job Functions:

- **Assists** or facilitates in the speech or language evaluation of students
- **Assists** in providing speech therapy services of identified students
- **Treats** identified students following the treatment plan developed by the Speech Language Pathologist
- **Assists** in directing student treatment activities and maintains a proper learning environment
- **Assists** with preparation and administration of treatment materials
- **Monitors** and assists in evaluating student progress
- **Performs** a variety of record keeping and clerical assistance tasks
- **Collaborates** with school personnel, parents and various community agencies for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum
- **Reports** incidents (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, district and/or school policies

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Participates** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements
- **May** translate information between Hispanic parents and school employees within the program
- **Performs** other duties as assigned
- **Maintains** consistent and predictable attendance to meet the requirements of the position

Job Requirements – Minimum Qualifications:

Skills: Motivate students, communicate with individuals from varied educational and cultural backgrounds, direct support of personnel, evaluate performance of students. Excellent written and oral communication skills.

Knowledge: Speech and language development theories and practices; language articulation and hearing disorders; general methods and techniques of individual and group speech therapy; principles of child development and behavior; laws, rules and regulations related to assigned program and activities; operation and maintenance of augmentative communication devices and equipment; record keeping procedures and practices; operation of office methods, supplies and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; proper methods of lifting and positioning students in and out of orthopedic equipment

Abilities: Assist in providing speech therapy services for identified students individually or in small groups; assist with conducting speech/language and hearing screenings; monitor and assist in evaluating student progress; perform a variety of record keeping and clerical assistance tasks; speak and write clearly and effectively; follow oral and written directions; operate a computer terminal and its applications; work cooperatively with students, parents, and school staff in a variety of situations; maintain the confidentiality of school related information;

conduct language activities within a classroom setting; attend Individual Assessment Plan meetings. Detail oriented and communicates in a professional manner with staff and the public.

Experience: Prior experience working with children. Experience supporting and working with speech language pathologists

Education: Associates' Degree in Speech-Language Pathology Assistant from an approved college;

Certificates and Licenses Required: Oregon Speech-Language Pathology Assistant Certification. Current driver's license.

Continuing Education/Training Clearances: Pre-employment drug testing, physical ability measurements, pre-employment criminal justice fingerprint clearance.

PHYSICAL REQUIREMENTS:

1. 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 checked="" type="checkbox"/> 1-3 hrs	<input 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

2. Employee may use hands for repetitive:
 Single Grasping Pushing and Pulling Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls:
 Yes No

4. Employee may need to:

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

5. Lifting:

<input type="checkbox"/> Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements: May require two-person lift of students, transfer or lift students.

Mandatory Child Abuse Reporting

As 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.

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.

Employee Signature

Date