

## SPEECH & LANGUAGE PATHOLOGY ASSISTANT (SLPA)

<b>Job Title:</b>	Speech & Language Pathology Assistant (SLPA)
<b>Initial:</b>	May 10, 2018
<b>Revised:</b>	July 5, 2022
<b>Work Year:</b>	10 Months
<b>Office:</b>	Education
<b>Department:</b>	Special Education
<b>Reports To:</b>	Special Education Coordinator/Assigned Speech & Language Pathologist
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	Educational Support Personnel Range 28

### Related Organization Chart



**POSITION SUMMARY:** The Speech and Language Pathology Assistant (SLPA) will work in a team environment in partnership with the Speech and Language Pathologist, the general and special education teachers, and other para educators in all school settings. Under the guidance and supervision of the Speech and Language Pathologist (SLP), the SLPA will complete a variety of tasks such as providing instruction designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The SLPA will work with students who have been identified with speech and language disorders as well as other disabilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Instructs students in a group or individual setting under the supervision of a Speech and Language Pathologist in the areas of, including; but not limited to, phonetic alphabet, vocabulary and language, fluency, oral motor exercises, etc. for the purpose of implementing goals for remediation of speech and language concerns.
- Follows and implements documented treatment plans or protocols.
- Prepares therapy materials such as visual boards, word walls, communication boards, and/or equipment for use in session activities.
- Adapts and modifies educational materials and equipment for the purpose of providing intervention and/or meeting individual student's needs.
- Documents student progress toward meeting established objectives and goals and reports the information to the SLP.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Assists in maintaining student records, tally data, preparing charts, records, graphs and reports.
  - Consults with the SLP, special education teachers, and other district staff for the purpose of providing requested information and developing plans for services.
  - Observes and reports significant behavioral patterns or other concerns to the SLP.
  - Assists in maintaining appropriate student behavior between tasks.
  - Consults with SLP to program and troubleshoot Augmentative and Alternative Communication (AAC) devices for the purpose of ensuring availability of required tools.
  - Performs other related duties as assigned.

**Supervision & Technical Responsibilities:**

- This position does not supervise other employees.

**Budget Responsibility:**

- This position does not have any direct budget responsibility.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:**

- Must hold a bachelor's degree in speech communications, speech-language pathology, or communication disorders-speech sciences, or hold a bachelor's degree in any other field with 24 credits in speech language hearing sciences. Completion of a school speech-language pathology assistant program or equivalent that meets or exceeds recommended guidelines by a national association of speech-language hearing professionals through one of the following Colorado Colleges/Universities: Metropolitan State College, University of Colorado-Boulder, or University of Northern Colorado. Completion of a minimum of 100 clock-hours of a school based practicum under the supervision of an ASHA nationally certified SLP.
- Current certification as a Speech-Language Pathology Assistant (SLPA) in the State of Colorado.
- Training in or willingness to train in nonviolent crisis intervention (CPI) techniques.
- Obtain 50 contact hours of continuing education in a five year period to maintain SLPA certification requirements with the Colorado Department of Education.

**Experience:**

- No experience required; prior SLPA experience in the educational setting is preferred.

**Knowledge Skills & Abilities:**

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to maintain excellent attendance.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Google, and Power Point.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:**

While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.