

Revised 4.2024

POSITION DESCRIPTION

Position: Speech/Language Pathology Assistant

Purpose: To provide prescribed language, articulation, voice, and fluency instruction to students receiving special education services. Provide program development and support in the area of assistive technology and augmentative communication devices. All work is completed under the direct supervision of the assigned licensed Speech/Language Pathologist.

The Speech/Language Pathology Assistant is responsible for implementing speech and language interventions and therapy to address the communication skills, abilities, and needs of students under the direction of the Speech and Language Pathologist.

Primary Customers: **Internal:** Instructional staff
 External: Students and parents

Position Qualifications:

Education/Certification:

- An Associate Degree in a Speech-Language Pathology Assistant Program and/or,
- Bachelor's degree in Communication Disorders (Speech and Language Pathology)
- 100 hours of clinical experience in the area of speech and language therapy

Experience:

- Implementing communication interventions and strategies consistent with the student's IEP and supervising Speech-Language Pathologist's guidance and direction.
- Taking instruction and direction from licensed Speech-Language Pathologists and following classroom/program routines.
- Establishing and maintaining professional and courteous working relationships.
- Applying problem solving processes in implementing designated interventions.
- Updating and maintaining required speech and language service documentation, files, and records.
- Demonstrating communication techniques and methods to students.

- Recognizing student strengths and weaknesses in communication and social functioning.
- Communicating effectively both verbally and in writing.

Qualifications:

- Demonstrated communication skills,
- patience and flexibility,
- able to problem solve,
- ability to maintain confidentiality,
- sensitivity to the needs of special needs children,
- effective interpersonal skills,
- organizational skills, and
- computer proficiency.

**All positions are designed to support the MISSION of the Eden Prairie School District:
Inspire Each Student**

Essential Responsibilities:

1. Implements and provides direct and indirect consultative services, collaboration, and documentation to students in need of communication intervention skills and abilities in accordance with a student's Individual Educational Plan (IEP) as established by the Licensed Speech and Language Pathologist.
2. Instructs and teaches strategies to students and staff involved in the student's care for the purpose of providing appropriate care and support to the student's IEP as set forth and in collaboration with the Speech and Language Pathologist.
3. Provides assistance and support in adapting school and classroom environments, tools, and materials to assist in
4. Improving student communication skills and facilitating student access to curricular and instructional activities.
5. Assists the Speech-Language Pathologist in assessing a student's progress for the purpose of determining deficits, additional needs, and/or making recommendations.
6. Functions as a member of a student's educational team.
 - a. Works to establish and maintain communication with students, parents and guardians, teachers, building administration and staff.
 - b. Maintains confidentiality of student educational records as required by district policy, state, and federal law.
 - c. Attends meetings to share, convey, and/or receive information from the Speech and Language Pathologist.
 - d. Consults with the student's relevant team members to share and exchange information.

7. Maintains documents, files, and records (e.g., progress reports, activity logs, billings, etc.) to ensure a student's records are up-to-date and in compliance with all applicable state, federal and district administrative requirements and regulations.
8. Transports a variety of items for the purpose of providing therapy and supporting the services set forth in the student's IEP.
9. Performs other duties as assigned.
10. Attends work regularly and punctually.

Standard Measures of Accomplishment:

1. Student's speech and language needs are being met.
2. School team's needs are met in providing resources and support for students.
3. Data driven decisions are being made when planning and responding to the needs of the students.
4. All customers are treated respectfully and services are equitable across Eden Prairie Schools.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number:	MSEA 5
Hours/Week:	33.75
Days/Year:	178

*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by a written contract between the MSEA and the Eden Prairie School District.

Evaluation

A continuous performance improvement process will be developed with the supervisor.