

Killeen Independent School District Job Description

Job Title: Speech Language Pathologist Assistant
Reports To: Coordinator for Special Education Campus Operations and SLP Supervisor
FLSA Status: Exempt

SUMMARY

Plans and provides speech-language pathology services to students with articulation, voice, dysfluency, and/or language disorders. Provides intervention to eliminate or reduce impairments that interfere with students' ability to derive full benefit from the educational program under the supervision of a licensed Speech Language Pathologist (SLP).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following under the direction of supervising therapist and/or district supervisor:

Plans and provides appropriate individual and group therapy to students consistent with speech and language goals contained in Individual Education Plans (IEPs) developed by Speech-Language Pathologist (SLP).

Collects and inputs data on student progress based on IEP goals into the KISD information management system weekly at a minimum.

Collaborates with classroom teachers to plan and implement classroom activities to improve communication skills of students.

Communicates effectively with colleagues, students, and supervising SLP regarding the accomplishment of speech therapy goals and needs of the student.

Creates a clutter free learning environment conducive to learning and appropriate for the maturity level and interests of students served.

Collects data for IEPs, session notes and quarterly progress reports and provides information to the SLP in a timely manner to interpret and make recommendations of changes for IEP and evaluations.

Assists in the selection of equipment and instructional materials needed for the provisions of speech therapy.

Compiles, maintains, and files all reports, records, and other required documents to include but not limited to inputting evaluations, daily session notes, progress reports, and maintaining documentation for Medicaid Billing, as necessary, into the KISD informational management system.

Prepares and maintains a database of referrals and evaluations for each school assigned.

Compiles, maintains, and files all reports, records, and other required documents.

Complies with policies established by federal and state laws, State Board of Education rules, and board policy.

Complies with all district and campus routines and regulations.

Participates in professional learning activities to improve skills related to job assignment.

Performs such other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Speech-language pathology/ Communications Sciences and Disorders

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed as a Speech Language Pathologist - Assistant by the Texas Department of Licensing Regulation (TDLR). Maintain licensure in accordance with the American Speech-Language Hearing Association (ASHA) and maintenance of Certificate of Clinical Competency (CCC) as applicable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, or governmental regulations. Ability to collaborate with Speech Language Pathologist on documentation of caseload, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, students, parents, and the general public.

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 bar graphs.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems and display flexibility involving several concrete variables in standardized and non-standardized situations. Ability to function professionally in all aspects of educational situations according to district code of conduct; including appropriate dress, manners, and physical presentation.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee will occasionally lift or carry (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students, and lifting and moving adaptive equipment; may work prolonged or irregular hours. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Frequent district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.