

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SPEECH / LANGUAGE PATHOLOGIST ASSISTANT

SALARY SCHEDULE: SSP 13

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- A bachelor's degree from an accredited college or university, preferably in Speech-Pathology or Communication Disorders (or equivalent)
- AND
- Speech-Language Pathology Assistant Certification through the Florida Department of Health.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated communication skills in the performance of job-related tasks.
- Evidence of ability to use technical equipment.
- Evidence of appropriate understanding of the nature and needs of students with disabilities.

REPORTS TO:

Principal/designee, ESE Director

JOB GOAL

The speech-language pathology assistant will assist the speech-language pathologist in the daily activities, therapy, and screening of students.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- Complete routine speech, language, and hearing screenings.
- Implement planned therapy under the supervision of the speech-language pathologist.
- Assist the speech-language pathologist in all areas of student records management.
- Monitor student carry over in class.
- Report changes in student performance to the speech-language pathologist.
- Establish and maintain effective and efficient speech-language therapy record keeping procedures in collaboration with supervising speech-language pathologist.
- Prepare and maintain clinical materials and equipment.
- Accompany students to and from the therapy room.
- Manage time, materials, and equipment effectively.
- Assist with billing requirements for Medicaid under the supervision of the speech-language pathologist.
- Recognize overt indicators of student distress or abuse and take appropriate intervention, referral or reporting action.
- Engage in continuing improvement of professional knowledge and skills.
- Demonstrate initiative in the performance of assigned responsibilities.
- Follow attendance, punctuality, and proper dress rules.
- Maintain confidentiality regarding school matters.
- Communicate effectively with staff, students, parents, and other professionals.
- Keep supervisor informed of potential problems or unusual events.
- Respond to inquiries and concerns in a timely manner.

- Follow all School Board policies, rules, and regulations.
- Demonstrate support for the school district and its goals and priorities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Other duties as assigned by the speech-language pathologist.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities