

**Job Title:** SPEECH-LANGUAGE PATHOLOGY ASSISTANT (SLPA)

**Qualifications:** Bachelor's degree in job related area, job related experience with the specialized field, CPR/First Aide Certification, such alternatives to these qualifications as may be appropriate and acceptable

**Reports to:** Director of Student Services

**Job Goal:** To assist the Speech and Language Pathologist in conducting task/treatments for students with speech and language problems

**Type of Position:** 190 days

**Wage:** Letter of Assurance

**Hours per week:** 35

Responsibilities:

- Adapt educational materials and equipment for the purpose of providing intervention and/or meeting the individual student's needs
- Assist in facilitating meetings/communications between therapist, site staff, parents, etc. for the purpose of developing plans and/or providing information regarding student's goals
- Collect data on student achievements for the purpose of documenting activities, preparing reports and/or updating IEP logs
- Consult with speech/language pathologist, teachers, etc. for the purpose of providing requested information, developing plans for services
- Instruct individual students with instruction appropriate supervisor(s) (e.g. phonetic alphabet, vocabulary and language, fluency, oral motor exercises, etc.) for the purpose of implementing goals for remediation of speech and language deficits
- Maintain and prepare a wide variety of manual and electronic materials (e.g. charts, logs, records and/or reports) for the purpose of documenting activities, providing written reference, conveying information; and/or complying with mandated requirements
- Maintain augmentative communication devices and equipment for the purpose of ensuring availability of required tools
- Participate in parent/teacher meetings, in-service trainings and/or research projects for the purpose of receiving or conveying information related to job responsibilities.
- Research resources and methods for the purpose of addressing students' functional goals.
- Performs other related duties as assigned by the Director of Special Services

**EVALUATION: Performance of this job will be evaluated by the Director of Student Services**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required

Lift up to 25 lbs: Occasionally

Lift 26 to 50 lbs: Rarely

Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required

CARRY 11 to 25 lbs: Occasionally

CARRY 26 to 50 lbs: Rarely

CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Occasionally

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally

Bending: Occasionally

Crawling: Rarely

Squatting: Rarely

Kneeling: Rarely

Crouching: Rarely

Climbing: Rarely

Balancing: Rarely

**WORK SURFACES:** (describe)

Composite desk

Carpet/tile floors

Computer keyboard/screen

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**HAND MANIPULATION**

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

**Environment: Inside: 98%      Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURE**

Bacterial and viral infections carried by children  
Cleaning products

**Special Conditions of Employment**

All employees must pass a criminal history background check

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Hinsdale School Board 05/13/15