



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Speech-Language Assistant (SLPA)**

Position Type: Exempt	Department: Student Support Services
Salary Schedule: Other Professional Staff	Reports to: Speech Language Pathologist
Term of Employment: 9 months	Location: Schools
Shift: Day	Date: August 16, 2019
	Approved by: Human Resources

POSITION SUMMARY:

Assists Speech-Language Pathologist in providing speech and language therapy services.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Assists Speech-Language Pathologist with observation and screening of students with speech, language and/or hearing concerns.
- Assists Speech-Language Pathologist with scheduling students, parent phone calls, and communiqués with staff, students and parents.
- Assists Speech-Language Pathologist with delivering speech language services and interventions to students.
- Assists Speech-Language Pathologist with maintenance of records such as student attendance, weekly data logs, workload forms, SLPA supervision log, DSC documentation, progress reports, IEP and MET paperwork.
- Provides direct and indirect services to students in a variety of settings such as the general education classroom, speech room, or Learning Center under the supervision of the Speech-Language Pathologist or classroom teacher.
- Records, charts, graphs or otherwise displays data relative to student performance.
- Reports changes in student performance to the Speech-Language Pathologist having responsibility for that student.
- Prepares therapy/instructional materials for student groups.
- Participates with Speech-Language Pathologist in research projects, in-service training, public relations, programs or similar activities.
- Must meet any specific job requirements as indicated by the District.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor (Speech-Language Pathologist/Coordinator).
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability to relate to student population being served.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess an AzDHL SLPA license.
- Must possess a fingerprint clearance card.

EDUCATION AND/OR EXPERIENCE:

- Must possess a two year certification from an accredited SLP-A program.
- CPR/First Aid preferred.

LANGUAGE SKILLS:

- Demonstrates the skill of oral and written language including appropriate use of vocabulary and grammar.
- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.