



David Douglas School District #40

Classified - Job Description

SPEECH & LANGUAGE PATHOLOGY ASSISTANT

Schedule: 9 months per year
Class: 8

POSITION PURPOSE

Enhance the communication skills of students with special education needs by providing communication service in collaboration with the supervising speech-language pathologist. Communication service may include direct instruction, design and implementation of communication programs, and material development under the direction of the speech-language pathologist.

NATURE AND SCOPE OF RESPONSIBILITIES

- Provide direct instruction, following documented treatment plans or protocols developed by the supervising speech-language pathologist
- Perform administrative record keeping, including documentation of services (may include Medicaid documentation) to be reviewed by the supervising speech-language pathologist
- Develop materials as requested by the speech-language pathologist
- Assist the speech-language pathologist in collecting and tallying of data, without interpretation
- Document student progress, without interpretation of finding, toward meeting established objectives as stated in the IEP/IFSP, and report this information to the supervising speech-language pathologist
- Assist with clerical duties as directed by the speech-language pathologist
- Perform checks and maintenance of equipment
- Participate with speech-language pathologist in research projects, in-service training, and public relations programs
- Conduct speech and language screenings without interpretation, utilizing screening protocols specified by the supervising speech-language pathologist
- Schedule activities and prepare charts, records, graphs or other displays of data
- Act as second-language interpreter during assessment, if applicable
- Maintain the confidentiality of information pertaining to students and their families
- Maintain satisfactory job attendance record
- Use personal safety techniques to avoid exposure and injury to self, students, and other staff
- Adhere to the rules and procedures of the licensing agency for the license carried for this position
- Attend workshops, staff development classes, and other meetings
- Perform other related duties as assigned by supervising speech-language pathologist or supervisor

QUALIFICATIONS

- Speech-Language Pathology Assistant license as set forth by the state of Oregon Board of Examiners for Speech-Language Pathology and Audiology
- 2 years experience working with students with developmental delays and/or disabilities
- Knowledge of effective teaching strategies
- Ability to follow directions, follow through on classroom plans, and maintain effective working relationships with teachers, educational assistants, and other MESD personnel
- Basic problem-solving skills with effective verbal and written communication skills
- Ability to listen, make sound emergency or crisis decisions, and effectively work with students in special education environment

QUALIFICATIONS (cont.)

- Ability to perform data collection and recording tasks
- Ability to physically perform assigned duties
- Ability to successfully complete and maintain district adopted crisis prevention/intervention program(s) as defined for the program

ESSENTIAL PHYSICAL REQUIREMENTS

Work is performed in a wide variety of locations, including office, school and/or preschool (home or community) environments. May work with high stress student and family situations. May require restraining students up to 70 pounds without additional support. Services may be provided to children in child sized environment that includes lifting up to 40 pounds without additional support, stooping, bending and sitting to serve infants and toddlers. Involves sitting and walking and requires the use of computers, office equipment and driving personal vehicle.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.