

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Speech-Language Pathology Assistant **Wage/Hour Status:** Exempt/Professional
Reports to: Director of Special Education **Date Revised:** 09/25/2020
Dept./School: Assigned Campus(es)

Primary Purpose:

Provide speech-language pathology services to students as directed by a supervising Texas Department of Licensing and Regulation (TDLR) licensed Speech-Language Pathologist or Texas Education Agency Certified Speech Therapist.

Qualifications:

Education/Certification:

Bachelor's degree in communicative science and disorders
Texas license as Speech-Language Pathology Assistant granted by the Texas Department of Licensing and Regulation (TDLR)

Special Knowledge/Skills:

Strong communication, organizational, and interpersonal skills
Knowledge of speech-language disorders and conditions

Experience:

Fifty hours of clinical observation and assisting experience as required for licensure

Major Responsibilities and Duties:

Therapy

1. Conduct speech, language, and hearing screening as directed by the supervising licensed speech-language pathologist.
2. Implement the treatment program or the individual education plan (IEP) as designed by the supervising licensed speech-language pathologist.
3. Conduct carry-over activities to transfer a student's newly acquired communication ability to other contexts and situations.
4. Represent speech pathology at the admission, review, and dismissal (ARD) Committee as directed by the supervising speech-language pathologist.
5. Conduct observations and prepare clinical materials.

Consultation

6. Work with classroom teachers to implement classroom activities to improve communication skills of students.

Student Management

7. Create an environment conducive to learning and appropriate for maturity level and interests of students.

8. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

Program Management

9. Compile, maintain, and file all reports, records, and other documents required including maintaining clinical records in accordance with federal and state laws and regulations.
10. Comply with policies established by federal and state laws, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.

Other

11. Follow district safety protocols and emergency procedures.
12. Has regular in person attendance and complies with notification procedures for absences.
13. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard testing equipment; standard office equipment including computer and peripherals

Posture: Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under pressure

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.