

Job Title: SPEECH AND LANGUAGE THERAPY ASSISTANT

Qualifications: An Associate's Degree as a Speech Therapy Assistant from an accredited school is required.

Posses a genuine desire to work with all students; be sensitive to and skilled in, working with a diverse student population.

Must be organized, flexible and creative; possess good time management skills and have excellent written and oral communication skills.

Reports to: Director of Student Services

Job Goal: The individual filling this position will be working with special needs students requiring speech therapy services within the school setting. The caseload will be workings with students aged 3 – 13 years.

Supervises: None

Type of Position: 10 Month (176 days) **Wage:** Hourly

Hours per week: 35 hours per week – 7 hours per day (7:25 a.m. – 2:25 p.m.)

Responsibilities:

- Will perform as a team member within the educational environment of the district to include the follow through of evaluations and development of treatment plans, meetings, and therapy for students.
- Will assess the student's rate and quality of growth and development based on appropriate subjective and objective measurements and plan treatment programs accordingly.
- Will implement a treatment program to achieve established goals and objectives and develop programs appropriate for the individual child.
- Will maintain written records for each child in a timely manner to include daily therapy notes and individual education plans quarterly reviews.
- Will provide services to students with disabilities in accordance with (IDEA) Individual with Disability Education Improvement Act of 2004.
- Will participate in supervision by a certified Speech and Language Pathologist as necessary and in accordance with NHSLA and ASHA.
- Will comply with other required documents in a timely manner per district to include but not limited to Medicaid sheets, expense vouchers, mileage and attendance forms, continuing education paperwork and renewal of license notification.
- Will provide services to students in home based or off school settings, (such as Head Start or outside private preschools) appropriate.
- Other duties as directed by the Director of Student Services.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	

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: Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently
Bending: Frequently

Lift 26 to 50 lbs: Occasionally
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Frequently
CARRY 26 to 50 lbs: Occasionally
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently

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

Consecutive hours	Total Hours
Sit: 2	6
Stand: 1	1
Walk: 1	1

Crawling: Frequently
Squatting: Frequently
Kneeling: Frequently
Crouching: Frequently
Climbing: Frequently
Balancing: Frequently

WORK SURFACES: (describe)

Floor, table
Mats, Chairs
Desk, playground
Office equipment, computer

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently required
Torquing:	Frequently
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 EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products
Valid driver's license required for travel outside office.