

SPEECH-LANGUAGE PATHOLOGY ASSISTANT (SLP03)



PAY GRADE 5

Position/Title: _____ **Department/School:** _____

Reports to: _____ **Date:** _____

Incumbent: _____ **Supervisor:** _____

Function and Purpose of Position

Speech-Language Pathologist Assistants provide support and assistance to speech-language pathologists working in schools. Speech-Language Pathologist Assistants carry out specific communication intervention and treatment programs that are planned, directed and supervised by speech-language pathologists to improve students' communication skills. Duties include direct treatment and indirect services as delegated.

Activity A: Instructional Support

- Conduct articulation and language therapy activities that are based on goals and treatment plans developed by speech-language pathologists for individual students or small groups
- Administer screening tools and/or assist with client assessment
- Partake in planning and evaluation of communication services
- Work directly with students as assigned by a speech-language pathologist
- Monitor and document students progress during therapy sessions
- Maintains confidentiality regarding students

Activity B: Assist with Materials Preparation

- Create therapy materials using programs such as Boardmaker & Writing With Symbols
- Modify and prepare materials for students
- Assist in development of home programs
- Ensure equipment and facilities are kept in a clean, safe, orderly manner
- Maintain inventory of assessment/treatment materials
- Photocopy, correlate, file, word process, laminate

Activity C: Communication and Reporting

- Maintain accurate documentation of treatment process
- Communicate observations of students' progress collected in logs, charts, data sheets as requested by the SLP
- Directs questions regarding diagnosis and treatment of clients to the SLP
- Collect statistical data as requested by the SLP
- Participate in student team conferences when requested by the SLP
- Regularly meet with their supervising speech-language pathologist
- Attend staff meetings on a monthly basis

EDUCATION AND EXPERIENCE

- Speech-Language Pathologist Assistant Diploma.
- Education and experience will be considered as equivalence.

KNOWLEDGE, SKILLS AND ATTITUDES

- Good observation skills and problem solving skills
- Good organizational and time management skills
- Good interpersonal skills
- Strong oral and written communication skills
- Flexibility, patience, sensitivity, tolerance, enthusiasm, creativity and imagination
- Ability to take direction and follow treatment programs as set out by speech-language pathologists
- Ability to work effectively as part of a team
- Ability to work independently
- Knowledge of computers (Word Processing, Board maker, Writing With Symbols)
- Previous experience working with children

This work is most rewarding for those who enjoy working with people, having clear guidelines for their work, and finding innovative ways to handle situations.

DECISION MAKING

- The Speech-Language Pathologist Assistant makes decisions in order to implement and modify instructional plans in conjunction with the Speech-Language Pathologist.
Example: Once programs are developed by the SLP, the SLPA will modify and create materials as needed to continue development of each goal being targeted.
- The SLP will make decisions surrounding diagnosis, treatment initiation/completion, and program plan development.

WORKING WITH OTHERS

Some of the usual contacts that you will have in your position are:

1. Employees in the same departments as you will exchange everyday information and may require explanation and interpretation of that information.
2. Employees in other departments/schools will exchange factual or everyday information.
3. Daily communication with students will require explanation and interpretation of that information.
4. As directed by the Speech-Language Pathologist, communicate observations regarding treatment plan to the SLP (as gathered in logs, charts and data sheets).

Work is performed under frequent or close supervision. Specific directions and instructions are provided during work process.

This position may require the SLPA to travel between several schools and will require the use of a personal vehicle.

PHYSICAL DEMANDS

The SLPA may be required to routinely lift items weighing up to 10 kilograms.

Some of the unpleasant aspects of the work environment are:

- Contact with infectious diseases

- Noise level
- Dealing with uncooperative or difficult student

WORKING CONDITIONS

Speech-Language Pathologist Assistants work indoors. They may have the same holiday schedule as teachers, including a long summer break as well as winter and spring breaks. However, they work on a ten-month contract basis and therefore are not paid during the summer months. The scheduled hours to be worked will be determined by each specific position.

ADDITIONAL INFORMATION

Speech Language Pathology Assistants must agree to respect the confidentiality and personal integrity of students, parents, teachers and other staff.