



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

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| <b>Position Title:</b><br>Speech-Language Pathology Assistant  | <b>Department:</b><br>Special Services |  |
| <b>Immediate Supervisor's Position Title:</b><br>Director of Special Education   | <b>FLSA Status:</b><br>Non-Exempt      | <b>Classification Level:</b><br>Grade 13 |
| <b>Job Summary:</b><br><br>The Speech-Language Pathology Assistant is responsible for implementing speech and language interventions and therapy to address the communication skills, abilities, and needs of students under the direction of the Speech and Language Pathologist. |  |  |

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Implements and provides direct and indirect consultive services, collaboration, and documentation to students in need of communication intervention skills and abilities in accordance with a student's Individual Educational Plan (IEP) as established by the Speech and Language Pathologist.
- Instructs and teaches strategies to students and staff involved in the student's care for the purpose of providing appropriate care and support to the student's IEP as set forth and in collaboration with the Speech and Language Pathologist.
- Provides assistance and support in adapting school and classroom environments, tools, and materials to assist in improving student communication skills and facilitating student access to curricular and instructional activities.
- Assists the Speech-Language Pathologist in assessing a student's progress for the purpose of determining deficits, additional needs, and/or making recommendations.
- Functions as a member of a student's educational team.
  - a) Works to establish and maintain communication with students, parents and guardians, teachers, building administration and staff.
  - b) Maintains confidentiality of student educational records as required by district policy, state, and federal law.
  - c) Attends meetings to share, convey, and/or receive information from the Speech and Language Pathologist.
  - d) Consults with the student's relevant team members to share and exchange information.
- Maintains documents, files, and records (e.g., progress reports, activity logs, billings, etc.) to ensure a student's records are up-to-date and in compliance with all applicable state, federal and district administrative requirements and regulations.
- Transports a variety of items for the purpose of providing therapy and supporting the services set forth in the student's IEP.
- Performs other duties as assigned.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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|---|-------------------------------|---|--|
| <b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b> |                               |   |  |
| <b>REQUIRED EDUCATION/TRAINING</b><br>(choose one)  |                               | <b>DEGREE INFORMATION:</b><br><b>Type of degree: (B.S., M.A., etc.)</b>   |  |
|   | less than high school diploma |   | An Associate Degree in a Speech-Language Pathology Assistant Program   |
|   | High school diploma or GED.   |   |  |
|   | 1 year college                | x      2 years college  |  |
|   | 3 years college               | 4 years college   |  |
|   | 1st year graduate level       |   | <b>Major field of study or degree emphasis:</b><br><br><b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of current educational issues and best practices pertaining to the field</li> <li>• Knowledge of state rules and regulations pertaining to speech services within a school system.</li> <li>• Knowledge of various interventions and speech strategies.</li> <li>• Knowledge of Federal Educational Rights and Privacy Act, health insurance portability, HIPPA and various relevant district policies and procedures.</li> <li>• Knowledge of child language development.</li> <li>• Fundamentals and basics of Individuals with Disabilities Educational Act (IDEA) and the IEP process.</li> </ul> |
|   | 2nd year graduate level       |   |  |
|   | Doctorate level               |   |  |
| <b>Required Work Experience in Addition to Formal Education/Training:</b><br>6 months of prior experience or prior internship experience.                           |                               |   |  |
| <b>LICENSE/ CERTIFICATION</b>   |                               | <b>Identify licenses/certification required upon hiring:</b><br>Completion of Speech- Language Pathology Assistant program that is Accredited by the Higher Learning Commission of the North Central Association of Colleges.   |  |
| <b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>  |                               | <b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Implementing communication interventions and strategies consistent with IEP's and Speech and Language guidance and direction.</li> <li>• Taking instruction and direction from licensed Speech-Language Pathologists and following classroom/program routines.</li> <li>• Establishing and maintaining professional and courteous working relationships.</li> <li>• Applying problem solving processes in implementing designated interventions.</li> <li>• Updating and maintaining required speech and language service documentation, files and records.</li> <li>• Demonstrating communication techniques and methods to students.</li> <li>• Recognizing student strengths and weaknesses in communication and social functioning.</li> <li>• Communicating effectively both verbally and in writing.</li> </ul> |  |

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| <b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i> | <b>Unusual or hazardous working conditions related to performance of duties:</b><br><br>Work is performed in a typical school district setting where the employee is exposed to minimal environmental or physical hazards or risks associated with performing the requirements of the job. |
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**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

| <u>Employee is required to:</u>                            | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|--|-------|--------------------|-------------------|----------------------|
| <b>Stand</b>   |       |                    |                   | x                    |
| <b>Walk</b>  |       | x                  |                   |                      |
| <b>Sit</b>   |       |                    | x                 |                      |
| <b>Use hands dexterously (use fingers to handle, feel)</b> |       | x                  |                   |                      |
| <b>Reach with hands and arms</b>                           |       | x                  |                   |                      |
| <b>Climb or balance</b>                                    |       | x                  |                   |                      |
| <b>Stoop/kneel/crouch or crawl</b>                         |       | x                  |                   |                      |
| <b>Talk or hear</b>  |       |                    |                   | x                    |
| <b>Taste or smell</b>                                      | x     |                    |                   |                      |
| <b>Physical (Lift &amp; carry):<br/>up to 10 pounds</b>    |       | x                  |                   |                      |
| <b>up to 25 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 50 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 75 pounds</b>                                     | x     |                    |                   |                      |
| <b>up to 100 pounds</b>                                    | x     |                    |                   |                      |
| <b>more than 100 pounds</b>                                | x     |                    |                   |                      |

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

**Classification History:**

Description created 1/20/2022 by BCC.