

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Speech-Language Pathology Assistant (SLPA)
TN Health Board Licensed

Department: Instruction

Calendar: Teacher Calendar (200 days)

Grade: Teacher Salary Schedule

Date Reviewed: October 2022

Reports To: Building Principal

Purpose of Job

With ongoing training and support, SLPAs supplement the provision of designated speech- language services to students and perform other tasks as prescribed and directed by a supervising speech-language pathologist.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Works cooperatively with members of the multi-disciplinary team under the direct supervision of a certified Speech-Language Pathologist (SLP). An SLP must document weekly at least 10% of direct supervision of the Speech-Language Pathology Assistant for total time of speech language services as assigned to the SLPA. Indirect supervision will be determined by the SLP based on the skill level of the SLPA occurring at a minimum of 10% of total time assigned to the SLPA.
- Conduct speech-language screenings (without interpretation) following specified screening protocols provided or developed by the supervising SLP.
- Provide speech-language therapy or interventions to students as directed by the supervising SLP.
- Given training, perform pure-tone hearing screenings (without interpretation).
- Report data and therapy notes to the supervising SLP
- Document student responses to therapy activities and tasks related to the established goals objectives, pursuant to the IEP.
- Assist the SLP as needed and as permitted in the testing protocol during student assessments.
- Prepare and/or develop therapy materials.
- Assist with clerical duties as directed by the SLP.
- Meets and instructs assigned classes in the locations and at the times designated. Keeps accurate, up-to-date records pertinent to the program for exceptional children.
- Undertakes continuing professional study in the education of exceptional children in teaching methods related to this field.
- Plans a program of study in collaboration with the certified SLP that meets the individual needs, interests, and abilities of the students.
- Creates a classroom environment that is conducive to learning and appropriate to the

maturity and interests of the students.

- Prepares for classes assigned and shows written evidence of preparation.
- Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.
- Supports the program of study, using a variety of instructional techniques, instructional media and technology.
- Serves as a model for the district's mission, vision and goals.
- Assesses the progress of students on a regular basis and provides progress reports as required.
- Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
- Perform other duties assigned by the SLP keeping within ethical and practice standards.
- Signs or initials treatment notes or signs alongside of a supervising SLP on IEPs. Attends IEP meetings in the presence of the supervising SLP when requested
- Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
- Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.
- Supervises pupils at school related functions to include on and off campus activities. Maintains professional competence through in-service education activities.
- Follow the requirements outlined by the supervising SLP for student attendance and therapy service documentation.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- A Practitioner/professional school services personnel (PSSP) license required for employment in TN public schools.
- A licensure and/or registration with the TN Board of Communication Disorders and Science and a valid NPI required prior to rendering and billing for Medicaid-eligible services.
- Must engage in applicable continuing education to maintain licensure/registration.
- Supervision by a licensed SLP required

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Speech-Language Pathology Assistant TN Health Board Licensed (SLPA). Has general knowledge of SLPA practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the

department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has a comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date