



## SPEECH LANGUAGE PATHOLOGY ASSISTANT (SLPA) JOB DESCRIPTION

### **General Responsibilities:**

Responsible for implementing ongoing treatment and therapy plans for children birth through twenty one years of age, and providing documentation of services under the supervision of a Speech Language Pathologist (SLP).

### **Immediate Supervisor:**

Director of Therapy

### **Minimum Educational/Certification Qualifications:**

Associates degree in SLPA or Bachelor's Degree in Communication Disorders with completion of an SLPA training certificate or completion of ASHA's training modules.

### **Essential Duties under the supervision of an SLP:**

- Carry out appropriate treatment plans, intervention and activities, under the guidance of the SLP, to promote attainment of a child's IEP/IFSP goals and objectives.
- Carry out goal-specific therapy, activities and tasks as defined by the SLP.
- Meet timelines for required documentation of therapy sessions (case notes), and report progress and current treatment status to the supervising SLP
- Manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
- Gain knowledge and adhere to the Rules and Regulations Governing Services to Children with Disabilities according to the Individuals with Disabilities Education Act (IDEA) and Federal and State laws concerning education requirements for disabled individuals.
- Gain knowledge regarding the use and adaptation of augmentative or alternate methods of communication.
- Ensure children's skills are generalized across settings by collaborating with teaching teams and related service.
- Keep up to date and current in knowledge of speech and language disorders, treatment approaches and best practices.
- Administer developmental and hearing screenings without interpretation.
- Attend IEP/IFSP meetings with the supervising SLP.
- Document information and data collected from speech/language therapy sessions.
- Relate detailed outcomes of therapy activities with the supervising SLP.
- Provide required documentation for the preschool classroom curriculum assessment system within designated time frame.
- Report and review progress toward a child's short and long term goals to the supervising SLP.
- Must be willing to become educated on new practices within the field of Speech Language Pathology.
- Provide individual and/or group speech language therapy in a variety of settings.
- Provide individual and group therapy while maintaining the least restrictive environment or natural environment according to a child's IEP/IFSP.
- Preserves and protects children and families' confidentiality in all situations and with all documentation.
- Provide Home Exercise Programs (HEP) for all children on a regular basis and document the HEP in the child's case notes.
- Must seek appropriate additional tasks when work is completed.
- Must attend staff meetings, team meetings, trainings, and other required meetings on time and as scheduled.
- Respect the cultural diversity and dignity of others and treat them with fairness and courtesy.

- Must follow all policies and procedures of CDC.
- Must be willing to perform other duties as assigned.

**Skills Required:**

- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Must be reliable, organized and detail oriented to maintain an effective and efficient schedule.
- Must have strong oral and written communication skills in order to interact effectively with a wide variety of people.
- Must possess extensive computer experience and abilities.
- Ability to work in a collaborative work environment as a part of a multidisciplinary team.
- Must maintain a high level of confidentiality relative to all matters at CDC.
- Ability to interact in a positive and effective manner with a wide variety of people including children, parents, families, staff members, and community members in order to promote positive relationships within the work setting and community.
- Ability to multi-task and manage large and small projects without supervision.
- Represent CDC in a professional manner.

**Physical/Environmental Requirements:**

- Must be able to work in a variety of positions, including but not limited to: stooping, kneeling, crouching, crawling, reaching, sitting, etc.
- Must be able to lift 35 lbs. unassisted.
- Must be able to tolerate air conditioned buildings and fluorescent lights.
- Must be able to work effectively in a stressful environment.
- Must be able to hear and process ordinary conversation, telephone conversation, and quiet sounds with or without aid.
- Must be able and willing to drive to meet job requirements.
- Must be able to operate and use equipment necessary to perform essential functions of the job.

**THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE POSITION. IN OTHER WORDS, YOU MUST BE ABLE TO MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE POSITION.**

**Acknowledgement of job requirements:**

I have read and understand the requirements and essential job duties of the **Speech Language Pathology Assistant**. I am able to perform the essential duties of the position, as defined above, without presenting a danger to either myself or others with or without reasonable accommodations. I understand that this document does not change the at-will nature of my employment. I may terminate my employment for any reason, at any time, and CDC may do the same. CDC is an equal employment opportunity employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



1. Live Each Day with Courage
2. Take Pride in Your Work
3. Always Finish What You Start
4. Do What Has to Be Done
5. Be Tough, But Fair
6. When You Make a Promise, Keep It
7. Ride for the Brand
8. Talk Less and Say More
9. Remember That Some Things Aren't For Sale
10. Know Where to Draw the Line