# AUSTIN ISD
# JOB DESCRIPTION

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| JOB TITLE: | **ASSISTANT SPEECH LANGUAGE PATHOLOGIST BILINGUAL** | | | PAY GRADE: | **PRF 2** |
| DUTY DAYS: | **197** | FLSA STATUS: | **EXEMPT** | DATE REVISED: | **09/02/2025 HC** |
| FUNDING SOURCE: | **THIS POSITION IS LOCALLY FUNDED.** | | | | |

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university is required. Eligibility to be awarded a license as an Assistant in Speech Language Pathology from the Texas Department of Licensing and Regulation (TDLR is required). Requirements for a license as an Assistant in Speech Language Pathology can be located on the TDLR website. This position requires the incumbent to be fluent in spoken English and demonstrate oral and written proficiency in English. Fluency in Spanish and bilingual-certified or proficient (via Berlitz) is required.

**PREFERRED REQUIREMENTS:**

Candidates that have earned a minimum of 25 hours of clinical observation and 25 hours of clinical assisting experience as directed by the Assistant in Speech Language Pathology's license requirements.

**SKILL REQUIREMENTS:**

This position requires knowledge of treatment methodologies for individuals with communication disorders in the areas of articulation, language, voice, and fluency. The incumbent must have the ability to provide appropriate intervention services under the direction of a Speech Language Pathologist. This position requires the ability to work as a team member and communicate clearly with students, parents, teachers, school administrators, and other professionals to support students with communication disorders. Considerable judgment, tact, patience, sensitivity, and flexibility are required to work with students and families from varied socioeconomic and cultural backgrounds. Incumbent must demonstrate written language and computer skills needed to complete and input required compliance paperwork as required by Austin ISD. Proficiency in Google Workspace is preferred.

**JOB PURPOSE AND RESPONSIBILITY:**

The Speech Language Pathology Assistant is responsible for providing Speech Language services to eligible students under the direct supervision of a Speech Language Pathologist.

**ESSENTIAL FUNCTIONS:**

- Plan and provide appropriate therapy to assigned students consistent with speech/language goals and services contained in the Individual Education Plan (IEP) under the direction of the licensed supervisor
- Use evidence-based tools and strategies to serve students that respect diverse cultural backgrounds, including race, ethnicity, language, disability, and socioeconomic status.
- Participate in annual Admission, Review, Dismissal (ARD) Committee meetings if: a) meets requirements set forth by licensing board and b) is approved by the licensed supervisor.
- Participate with supervisor in determining student progress on annual goals/objectives

- Collaborate with classroom teachers and parents to provide carry-over activities which are therapeutically designed to transfer newly acquired communication abilities to other contexts and situations under the direction of the licensed supervisor
- Compile, maintain, and file all reports, records, and data documentation as required by district guidelines
- Administer routine tests as directed by the supervisor, when the licensed supervisor has assured proper training for administration of such tests.
- Assist in maintaining accurate student attendance and progress records that are appropriate and consistent with district guidelines
- Accurately and timely document services through the district's digital management system(s) in alignment with defined operating procedures and expectations
- Maintain current license by acquiring the necessary Continuing Education Units, as mandated by the Texas Department of Licensing and Regulation
- Fully comply with all federal and state special education timelines and regulations, as well as consistently meet or exceed all district productivity standards for completion of services, IEP management, and documentation of services as based on AISD's Operating Procedures, and job-specific roles and responsibilities.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect..

**OTHER DUTIES AS ASSIGNED:**

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

**Tools/Equipment Used:** Special needs adaptive equipment Standard testing equipment; standard office equipment including computer and peripherals

**Posture:** Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular light lifting and carrying (under 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

**Environment:** School or classroom; exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

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**PERSONAL WORK RELATIONSHIPS:**

This position reports directly to the appropriate administrative supervisor of Special Education. The Assistant in Speech Language Pathology professional will be supervised by a Texas licensed Speech Language Pathologist.

*The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*

**I have read & acknowledge the job description above.**

| **Employee Signature:** | | **Date:** | |
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