

**TITLE: Certified Speech Language Pathology Assistant****Page 1****Employee Group:** Professional Technical Employees**Reports to:** Student Services – Program Manager or Director**Supervises:** None**FLSA Status:** Non-exempt**Compensation Level:** Level C**JOB SUMMARY:**

The Certified Speech Language Pathologist Assistant is a WA State DOH SLPA-certified position that works independently under the supervision of a licensed Speech Language Pathologist (SLP). This position performs tasks such as conducting speech-language screenings, assisting with direct therapy, documenting progress, communicating with families, providing administrative support and allowing more students access to necessary services. Assists in developing and implementing care plans, strictly following the scope of practice.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Provides direct speech, language, and communication therapy to students individually or in small groups, following the specific treatment plans, protocols, and IEP goals as directed by the SLP.
2. Conducts direct patient care, including implementing therapy plans, and assisting students with communication and swallowing exercises. Prepares and organizes therapy materials, activities, and visual supports.
3. Performs appropriate screenings and assessments for speech-language disorders. Plans, schedules, and coordinates district-wide screening events.
4. Assists in programming and troubleshooting Augmentative and Alternative Communication (AAC) devices, assistive technology (AT), and oral motor therapies.
5. Records student progress and maintains records.
6. Guides the work of paraeducators and other staff by assisting with Speech and Language events, training days, and school-based best practices.
7. Provides training to staff in implementation of speech and language therapies and exercises.
8. Performs professional SLPA tasks as needed, including emergency care services for both staff and students.
9. Adhere to all professional and ethical codes, including the Washington state scope of practice for SLPAs, and all district policies regarding confidentiality (FERPA) and student safety.
10. Performs other related duties as assigned.

**REQUIRED QUALIFICATIONS****Education and Experience:**

- ☐ Be at least eighteen years of age and hold a high school diploma or its equivalent
- ☐ Hold a current Washington State Department of Health SLPA Certificate.
- ☐ In addition, must hold an associate degree in speech-language pathology from an accredited college or university.

**Licenses/Special Requirements:**

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- ☐ Current Washington State Department of Health SLPA Certificate.
- ☐ Current CPR and First Aid certification (or ability to obtain certification within 6 months of start date).
- ☐ Must have a reliable method of transportation to travel between various District sites to provide services. (Mileage reimbursement is available.)

**Knowledge, Skills, and Abilities:****Knowledge of:**

- Communication disorders (articulation, phonology, language, fluency, voice) and their causes.
- Treatment plans, protocols, and strategies as prescribed by a supervising Speech-Language Pathologist
- Professional ethics and scope of practice.
- Augmentative and Alternative Communication systems (both low-tech and high-tech).
- Laws and regulations for medication and treatment orders.
- Child and adolescent growth and development.
- Cultural competency principles.

**Skill in:**

- Implementing drills, using therapy materials effectively, and modeling target sounds or language.
- Operating standard office equipment, including pertinent software applications.
- Preparing and maintaining accurate records.
- Adhering to safety practices.
- Microsoft Office Suite and Google Suite applications, software, and tools.
- Utilizing and maintaining electronic health records.

**Ability to:**

- Distinguish between normal and delayed communication development.
- Distinguish between correct and incorrect responses during communication activities.
- Exhibit judgment, accept responsibility, be dependable, exemplify good personal health practices and mental health attitudes.
- Work with children who are medically fragile, medically complex, or have health concerns, and take appropriate action when a student's health and safety are in question.
- Understand and execute verbal and written instructions, policies, and procedures.
- Communicate effectively with students, parents, and the public using tact and diplomacy.
- Maintain the confidentiality of sensitive information in compliance with federal and state regulations and District policies.
- Work effectively and cooperatively as a member of a team.
- Learn new computer systems and software.
- Remain flexible and adapt to the needs of multiple school assignments.
- Work independently with minimal supervision.
- Prioritize assignments to complete tasks.

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- ☐ One year of SLPA work experience in a K-12 setting is preferred.
- ☐ Bachelor's Degree in speech-language pathology is preferred.

**WORKING CONDITIONS**

Exposed to blood or other potentially infectious diseases carried by children. Regularly works in indoor conditions; experiences interruptions and inflexible deadlines; noise level in the work environment is usually moderate, but can be abnormally loud on occasion. Required to effectively handle distraught and/or angry individuals.

**PHYSICAL DEMANDS**

Frequently required to sit, move about, hear and speak, and be visually observant of patient behaviors. Frequently required to use fine hand and finger movements (keyboarding); must be able to stoop, crouch, bend, kneel, and stand on feet for extended periods of time; must regularly lift and carry items weighting up to 25 pounds and occasionally lift, restrain, or move up to 100 pounds (with assistance as required)– most typically to intervene in student safety issues. Occasional pushing and/or pulling, climbing and balancing, and reaching required.

**DISCLAIMER**

The statements contained herein are intended to describe the general nature of work being performed. They are not intended to be an all-inclusive listing of work requirements. Any one position may not include all of the functions listed, nor do the examples listed include all functions and qualifications which may be found in positions of this class.

**CLASSIFICATION HISTORY**

New: 10/2025.