

*Fountain-Ft. Carson School District Eight*  
**Job Description**

Job Title: **Speech Therapist Assistant**  
Pay Schedule/Grade: **Supplemental / 2**  
Prepared/Revised Date: **April 11, 2012**

Reports To: **Speech Therapist**  
FLSA Status: **Exempt**  
Work Year: **187 days**

**SUMMARY:** Under the direction and supervision of a licensed Speech/Language Pathologist, responsible for implementing established treatments and interventions for students with speech/language, cognitive, voice, swallowing, muscular, augmentative/alternative communication disorders, and hearing impairments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment or department.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>
1. Implement the documented treatment/intervention to students based on the treatment plan developed by a licensed Speech/Language Pathologist.	D
2. Accurately collect and record subjective and objective student data. Record student's status with regard to established objectives as stated in the treatment plan and report data to the Speech/Language Pathologist.	D
3. Prepare student materials, equipment, and the work area. Maintain clean equipment, adhering to infection control protocol.	D
4. Engage in a variety of clerical tasks to support therapy sessions and the classroom(s).	D
5. May move between sites to provide services at multiple work sites. Work sites may change during the course of the school year to meet the needs of students across the District.	D
6. Assist the Speech/Language Pathologist in the assessment of students.	W
7. Assist the Speech/Language Pathologist in communicating information to parents regarding student progress and follow up strategies that can be implemented at home to increase student progress.	W
8. Communicate regularly with the Speech Language Pathologist regarding student performance with speech therapy.	W
9. Participate in professional development provided by the District or by the building to increase skills in supporting special education students in the classroom.	M
10. Perform other duties as assigned.	Ongoing

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Speech/Language Pathology.
- Up to one year of experience working in educational field.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Colorado Department of Education (CDE) Speech-Language Pathology Assistant Authorization.
- Valid Colorado driver's license.
- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills.
- Advanced interpersonal skills.
- Time management, problem solving, and report preparation skills.
- Strong organizational and multi-tasking skills.
- Intermediate knowledge of children with special needs.
- Advanced knowledge of speech therapy practices and procedures.
- Basic math skills.
- Basic skill with personal computers, keyboarding, and typing.
- Ability to maintain confidentiality in all aspects of the job.
- Fluency in second language preferred.

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- Ability to promote and follow Board of Education policies, Superintendent policies, building, and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with speech/language pathology equipment.
- Basic operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE
<b>Reports to:</b>	Speech Therapist

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is regularly required to sit, stand, and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. The employee is frequently required to compare, analyze, copy, instruct, and compile. The employee is occasionally required to coordinate, compute, synthesize, and negotiate.