

Position Description
Speech Language Assistant

QUALIFICATIONS:

A. Education

- Bachelor's degree in related field.
- Valid License/certificate.

REPORTS TO:

Supervising Speech and Language Pathologist
Building Principal

SUPERVISES:

Not Applicable

JOB GOAL:

To assist the Speech-Language Pathologist in the implementation of speech and language activities to support students' communication skill development.

PERFORMANCE RESPONSIBILITIES:

A. Essential Functions

1. A speech-language assistant shall receive direction from, and be supervised by, an individual holding a current valid New Hampshire license to practice speech-language pathology.
2. The Speech and Language Assistant will adhere to the scope of responsibilities as specified in Section spe607.02 of the Administrative Rules for Speech and Language Pathologists, NH Office of Licensed Allied Health Professionals, and will not engage in actions or decisions prohibited to Certified Speech and Language Assistants.
3. Whenever there is in effect a treatment plan, an individualized service plan or an individualized educational plan, a speech-language assistant shall perform those interventions and tasks delegated to him or her by the speech-language pathologist.
4. Document the performance of speech-language pathology students.
5. Assist the speech-language pathologist with the assessment of clients.
6. Assist the speech-language pathologist with clerical duties related to the delivery of speech-language pathology services.

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7. Check and maintain equipment used in delivering speech-language pathology services.
8. Assist with the speech-language pathologist's research projects, in-service trainings and public relations programs.
9. Participate in parent conferences, case conferences and interdisciplinary team meetings and consult with professional colleagues as directed by the speech-language pathologist.
10. Maintain a written or electronic record of his or her services.
11. Other duties as assigned by Speech-Language Pathologist or building principal.

TERMS OF EMPLOYMENT:

181 days Letter of Agreement

EVALUATION:

In accordance with district procedures.

PHYSICAL ACTIVITY REQUIREMENTS

Primary Physical Requirements:

1. Lift up to 10 lbs.:	Occasionally required
2. Lift 11 to 25 lbs.:	Occasionally required
3. Lift 25 to 50 lbs.:	Rarely required
4. Lift over 50 lbs.:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Not required

Hand Manipulation:

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine

Other Physical Consideration:

1. Twisting:	Rarely required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface (s):

Standard office/school desk/tables and chair. Varies from carpeting, linoleum to tile.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8
Stand	1 2 3 <u>4</u> 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8
Walk	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- | | |
|--------------------------|--|
| 1. Talking: | Necessary for communicating with others. |
| 2. Hearing: | Necessary for receiving instructions and queries. |
| 3. Sight: | Necessary for doing job effectively and correctly. |
| 4. Tasting and Smelling: | Not required. |

Specific Vocational Preparation Requirements:

- | | |
|---|--------------|
| 1. Short demonstration only | ___ |
| 2. Any beyond short demonstration up to and including 30 days | ___ |
| 3. 30-90 days | ___ |
| 4. 91-180 days | ___ |
| 5. 181 days to 1 year | ___ |
| 6. 1 to 2 years | ___ |
| 7. 2 to 4 years | ___ |
| 8. 4 to 10 years | <u> X </u> |
| 9. Over 10 years | ___ |

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner.

Other: Employee is typically able to sit and stand as needed.