

**SNOQUALMIE VALLEY SCHOOL DISTRICT  
JOB DESCRIPTION**

Job Title: **Speech-Language Pathology Assistant**  
Reports to: **Student Services Administrator**  
Directed by: **Speech and Language Pathologist**  
Work Year: **Student Calendar**

FLSA Status: **Non-Exempt**  
Classification: **Classified-PSE**  
Supervises: **None**  
Salary: **As Stated in Schedule**

**Position Summary:** Provides instructional therapy sessions, plans day to day activities, and documents session and student progress to assist students in meeting their goals as specified by the Speech and Language Pathologist (SLP).

**Qualifications Required:**

- A Bachelor's Degree in Speech Language Pathology OR an Associate's Degree in Speech-Language Pathology Assisting.
- Can develop positive and favorable relationships with students, staff, parents and community members.
- Valid Washington State Driver's License.
- Proficient in Microsoft Office Suite.
- Detail oriented; possess strong initiative and excellent organizational skills.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

**Qualifications Desired:**

- Previous experience in a public school setting or related learning/development environment.

**Essential Functions and Responsibilities:**

1. Plans and implements day to day speech/language therapy activities for students with communication disorders individually or in small groups.
2. Prepares, gathers, and organizes appropriate materials for student assignments individually or in small groups.
3. Serves as an appropriate speech and language model.
4. Assists SLP in collecting and tallying of data for assessment purposes without interpretation.
5. Utilizes speech and language screening without interpretation and specified by supervising SLP.
6. Assists SLP in planning and adapting appropriate materials and intervention activities.
7. Works with SLP to create and use custom designed materials for students.
8. Documents and reports on students' day to day progress, and maintains continuous communication with SLP regarding progress and program effectiveness.

9. Sets up augmentative communication equipment and instructs educational staff in the use of adapted computers, electronic communication equipment and manual communication systems.
10. Participates in IEP/parent conferences as required with the SLP, attends departmental meetings, and assists SLP with IEP process within parameters allowed by law.
11. Provides speech and language activities for students at single and multiple sites, as assigned.
12. Travels between schools for therapy sessions, plans travel times, informs building staff of therapy schedule.
13. Performs SLP support functions such as preparing and maintaining speech and language therapy files, completing and filing required compliance forms, and maintaining confidentiality of information and records.
14. May be required to learn a specific skill as required for work in a unique special education program (i.e., sign language).

**Nonessential Skills and Experience:**

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
3. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
4. Demonstrated professionalism through conduct, punctuality, and minimal absences.
5. Demonstrated ability to adapt to a variety of working situations and learn new skills.
6. Demonstrated ability to follow oral and written directions.
7. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
8. Demonstrated strong initiative and self-motivation.
9. Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
10. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
11. Demonstrated ability to work on multiple tasks simultaneously.
12. Detail oriented with excellent organizational skills.
13. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
14. Continues education in this field to remain current with trends.

**Physical Demands and Work Environment:** The physical demands and work environment characteristics described here 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-* Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.
- *Work Environment-* Well lit, carpeted, with occasional high noise level.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees.

**Approval/Revision Date:** October 27, 2022

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.