

# United Independent School District

## Department of Human Resources

### ASSISTANT SPEECH LANGUAGE PATHOLOGIST

#### Special Education Department

**Primary Purpose:**

Facilitate growth with students in the field of better communication.

**Educational Qualifications:**

- Bachelor's Degree from an accredited college or university
- Completed 24 semester hours in Speech Language Pathology coursework (18 hours in the core are of Speech Language Pathology)
- Completion of 25 hours of observation and 25 hours of clinical assistance preferred

**Major Responsibilities and Duties:**

1. Communicates and promotes high expectation levels for staff and student performance in an enabling and supportive way which provides proper recognition for excellence and achievement.
2. Fosters collegiality and team building among staff, encouraging their active involvement in decision-making.
3. Communicates effectively with students, staff, parents, and community by projecting a positive image that enhances the school/department/district mission.
4. Initiates and supports programs and actions that facilitate a positive, caring climate for learning.
5. Assists in establishing a continuous focus on student growth and learning.
6. Assists in determining a common vision with staff for school improvement; helps to implement programs collaboratively with staff to ensure attainment of the department/district's mission.
7. Promotes the development, maintenance, and utilization of appropriate information systems and records necessary for attainment of the special education departments, mission and overall school improvement efforts.
8. Systematically and continuously implements Individual Educational Plan.
9. Monitors student progress to ensure that program activities are related to program outcomes.
10. Works with classroom teacher to ensure that curriculum accountability is continuous and responsive to student needs.
11. Assists teachers in identifying and coordinating an instructional program that matches the student's individual needs and instructional level.
12. Recommends improvement in the purpose, design, and implementation of the special education instructional program, as a support program related to the mission of the school/department/district.
13. Demonstrates ability to work with others in a positive, productive way.
14. Is aware of and supportive of guidelines pertaining to assignment in Board Policies, Administrative Regulations, and Administrator's Manual.
15. Demonstrates through goal setting a clear-cut sense of direction and purpose in daily activities.
16. Is prompt and thorough in completing assignments and attending to details accurately and efficiently.
17. Assists in identifying and/or encouraging participation in available in-service training options.
18. Effectively provides guidance and orientation for new special education staff members at the district and/or campus levels.
19. Works with faculty and encourages student input to develop a student management system that results in positive student behavior and enhances school climate.
20. Is responsible to the building principal and serves as the liaison between Special Education programs.
21. Administers and scores appropriate formal and informal assessment instruments as assigned by supervising SLP.
22. Assists in effectively gathering and compiling assessment data in the form of a written report for use in documenting placement and/or programming decisions pertaining to speech therapy.
23. Shares or assumes responsibility of the confidential folders.
24. Keeps informed about new state and federal guidelines and policies.

**Assistant Speech Language Pathologist (continued)**

25. Plans and assists in implementation of appropriate staff development program.
26. Effectively communicates to students, staff, and parents, school guidelines for student conduct especially as it relates to speech therapy students.
27. Supports the premise that school rules are uniformly observed and that consequence of misconduct is applied equitably to all students, unless otherwise designated by the ARD committee.
28. Attends conferences with parents, students, and teachers concerning school and student issues, convey the positive aspects of students.
29. Encourages plans to improve student behavior that reflect enhanced opportunities for learning.
30. Uses information provided through assessment instruments, the district appraisal process, and evaluative feedback from line supervisors to improve performance.
31. Strives to improve leadership skills through self-initiated professional development activities (e.g., undertaking professional reading, attending conferences, and participating in training programs).
32. Utilizes information and insights gained in professional development programs for self-improvement.
33. Disseminates ideas and information to other professionals; provides leadership in addressing the challenges facing the profession (e.g., active involvement in professional associations, professional presentations at conferences, etc.
34. Conducts oneself in a professional and ethical manner.
35. Assists in building community awareness of an involvement in achievement of the school/department/district mission.
36. Demonstrates awareness of school/community needs and initiates activities to meet those identified needs.
37. Foster effective community and parent involvement in the school district.
38. Emphasizes and nurtures two-way communication between the school district and community.
39. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
40. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
41. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

42. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
43. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress. Regular districts wide travel; moderate lifting and carrying. Some bending, lifting and stooping while performing job related duties.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Ability to communicate effectively (verbal and written); maintain emotional control under stress. Occasional prolonged and irregular hours. Some bending, lifting, and stooping while performing job related functions.

**Terms of Employment:**

Wage / Hour Status:	Exempt
Minimum Salary:	\$58,774
Pay Grade:	3
Minimum Work Days:	207
Months:	11

**Date Last Revised:** 07/20

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*