

Position:	Speech Language Pathology Assistant
Term:	Full time/9 Months
Classification:	Classified/Exempt
Location:	District Wide
Qualifications:	Meet the requirements set forth by the Missouri Board of Healing Arts, Missouri Department of Elementary and Secondary Education (DESE) guidelines; Bachelors degree in Communication Sciences and Disorders; Continued ongoing education is expected to maintain updated knowledge and skills
Supervisory:	No
Reports to:	Executive Director of Student Services

The job of the Speech/Language Pathology Assistant is to plan and provide direct therapy to students with speech, voice, or language disorders. The individual in this position assess students and provides therapeutic intervention to eliminate or reduce problems or impairments that interfere with the student's ability to derive full benefit from educational program.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions:

- Respond to requests for consultations on students or consults on specific program needs.
- Acts as a resource to school personnel and Student Assistance Teams as they develop and provide appropriate supports and services for students.
- Collaborates with team members to identify and find resources to meet the health needs of students and families.
- Program Operation

- Assess students with speech or language disorders and determine eligibility for services.
- Plan and provide appropriate individual and group therapy to students consistent with speech/language goals contained in the Individual Education Plans (IEP).
- Participate in the IEP meeting regarding interpretation of assessment data, appropriate placement, and goal setting for students with speech and/or language disorders according to district procedures.
- Evaluate student progress and determine readiness for termination of therapy services.
- Counsel and involve parents in the remedial process.
- Collaborate with classroom teachers to plan and implement classroom based activities to improve oral and written language skills of students.
- Provide staff development training in assigned schools to assist school personnel in the identification and understanding of students with communication deficits.
- Compile, maintain, and file all reports, records, and other documents required.
- Comply with policies established by federal and state law.
- School Climate
 - Present a positive role model for students that supports the mission of the school district.
 - Maintain a positive and effective relationship with supervisors.
 - Comply with all district and local campus routines and regulations.
 - Effectively communicate with colleagues, students, and parents regarding the accomplishment of therapy goals and needs of the student.
- School Improvement
 - Assess and respond to needs related to job responsibilities.
 - Develop and coordinate a continuing evaluation of the assessment program and implement changes based on the findings.
 - Assist in the selection of materials, equipment, and other instructional material.
- Student Management
 - Create an environment conducive to learning and appropriate to the maturity and interest of students.
 - Establish control and administer discipline according to board policies and administrative regulations
- Professional Growth and Development
 - Develop needed professional skills appropriate to job assignment.
 - Demonstrate behavior that is professional, ethical, and responsible.
- School or Community Relations
 - Articulate the district's mission and goals in the area of speech therapy to the community and solicit its support in realizing the mission.
 - Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
 - Demonstrate the use of appropriate and effective techniques for community and parent involvement.
- Carry out all other duties as assigned.

Physical Demands

An individual who holds this position must have the ability to:
Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously
Move around the classroom
Read handwritten or printed material

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The conditions and environment reflect that of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.