



Position Title: **Speech-Language Pathologist Assistant**

Department: Student Services

Reports To: Director of Instruction and Student Services

**SUMMARY:** Under the direction and supervision of a licensed Speech-Language Pathologist (SLP), implements services for students with speech/language, cognitive, voice, and/or swallowing disorders, augmentive/alternative communication devices and hearing impairments. May assist with translating and/or communication using second language skills when applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Must hold a valid Oregon Board of Examiners License as an SLPA
2. Provide direct treatment assistance, excluding dysphagia (as opposed to feeding for nutritional purposes), to students identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP
3. Document student progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and report information to the supervising SLP
4. Assist the SLP in collecting and tallying of data for assessment purposes, without interpretation
5. Act as second-language interpreter during assessment
6. Assist the SLP with informal documentation during an intervention session (collecting and tallying data as directed), prepare materials, and assist with other clerical duties as specified by the supervising SLP
7. Schedule activities and prepare charts, records, graphs, or other displays of data
8. Perform checks and maintenance of equipment
9. Participate with the SLP in research projects, in-service training, and public relations programs
10. Initial each clinical entry and signs each page of record
11. Correspond with district staff and stakeholders via email
12. May be asked to translate, if applicable
13. Maintain regular on-time attendance

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:**

1. Must have emotional and physical stamina to perform duties as required by the designated task
2. Knowledge of alternative communication systems
3. Must provide own transportation and auto insurance

4. Ability to take and maintain accurate data as specified by supervising SLP
5. Knowledge of articulation, phonological, and language disorders in children and adolescence

### **EDUCATION AND EXPERIENCE:**

1. Official transcripts showing 45 quarter hours or 30 semester hours of speech-language pathology technical course work; and
2. Official transcripts showing 45 quarter hours or 30 semester hours of general education hours; and
3. Written evidence of 100 clock contact hours of clinical interaction that results in an assessment that the applicant meets or exceeds all relevant skills outlined on the Board's Competency Checklist:
  - (a) Clinical interaction must be face to face interaction with students and supervised 100% of the time. Activities may include speech and hearing screenings and individual or small group and classroom sessions over a recommended 8-12 week period
  - (b) Tasks such as clerical tasks, passive observations, materials preparation and meetings with the supervisor may not be included in the 100 hours
  - (c) Clinical interaction documentation must show the date, clinical activity, amount of time and the supervisor's initials and signature. While the practicum student is in training, the supervisor for the clinical interaction must be licensed by Board, or hold the ASHA Certificate of Clinical Competency
  - (d) The supervising SLP and the applicant must complete the Board's Competency Checklist upon completion of the 100 hours. If there is more than one clinical interaction supervisor, each supervisor must complete and sign a Board Competency Checklist
  - (e) In extenuating circumstances where the applicant is unable to obtain the signature of their clinical interaction supervisor, the Board may accept a Board Competency Checklist signed by another supervising SLP who is licensed by the Board or holds the ASHA Certificate of Clinical Competency and is able to render a professional opinion of the applicant's level of competence
4. Applicants whose academic instruction was not conducted in English may be required to submit scores from the following standardized tests to demonstrate English language proficiency:
  - (a) The internet-based Test of English as a Foreign Language (TOEFL) with minimum scores of 100 overall, 26 in writing, and 26 in speaking; or
  - (b) The paper-based TOEFL and Test of Spoken English (TSE) with minimum scores of 600 overall, 5 on the essay, and 50 on the TSE, or
  - (c) The computer-based TOEFL and TSE with minimum scores of 250 overall; 5 on the essay; and 50 on the TSE

5. Applicants must demonstrate current professional competence as follows:

- (a) Completion of clinical interaction as described in OAR 335-095-0030(3) within the 12 months prior to application; or
- (b) Completion of 7.5 hours of professional development within the 12 months prior to application
- (c) Any hours completed in the current professional development period may also be counted toward meeting the professional development requirements for the next active license renewal

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands 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.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and audio visual carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date