

# KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

<b>TITLE:</b>	<b>Speech-Language Pathologist Assistant</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Director of Special Services
<b>EDUCATION:</b>	SLPA License from the Oregon Board of Examiners for Speech-Language Pathology and Audiology License	<b>FLSA Status:</b>	Exempt
<b>LENGTH OF WORK YEAR:</b>	178 Days Per School Year		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB DESCRIPTION:</b>	<p>Under direct supervision of a licensed teacher/Administrator, performs a variety of tasks assisting the teacher/Administrator in development of an instructional program by working with students individually or in small/large groups; prepare instruction materials, maintain classroom discipline and conduct planned activities using teacher-designated methods and materials.</p> <p>Must be highly qualified. Two years of study at an institution of higher education with the ability to provide transcripts showing 48 completed semester credits or 72 completed quarter credits, an Associate's (or higher) degree, OR a passing score on the Praxis exam.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

## **ESSENTIAL JOB RESPONSIBILITIES**

1. Provide high quality speech-language therapy services under the direction and supervision of a certified SLP
2. Assist in working with school-age students who have been identified with speech and language disorders including: articulation, fluency, voice, auditory comprehension, and expressive language.
3. Keep current on best practices for SLPA's
4. Contribute productively to the school as a whole
5. Assignment may require travel between schools
6. Self-identify as SLPA to families, students, staff, and others. This may be done verbally, in writing, and/or with titles on name badges.
7. Exhibit compliance with The Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations, reimbursement requirements, and SLPAs' responsibilities.
8. Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
9. Assist the SLP during assessment of students exclusive of administration and/or interpretation.
10. Follow documented treatment plans or protocols developed by the supervising SLP.
11. Document student performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.
12. Assist with clerical duties, such as preparing materials and scheduling activities, as directed by the SLP.
13. Perform checks and maintenance of equipment.
14. Assist with departmental operations (scheduling, recordkeeping, safety/maintenance of supplies and equipment).
15. Attendance is an essential function of this position.
16. Other duties as assigned.

## **PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING
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Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>95</u> % of the time / Works Outside <u>5</u> % of the time.
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			X		X
Walk-Uneven Surface			X		X
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			

