## KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Speech-Language Pathologist Assistant					
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Director of Special Services			
EDUCATION:	SLPA License from the Oregon Board of Examiners for Speech-Language Pathology and Audiology License	FLSA Status:	Exempt			
LENGTH OF WORK YEAR:	178 Days Per School Year					
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.					
GENERAL JOB DESCRIPTION:	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. 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.					
	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.					

## **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

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

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.		20,0	0.0070	X	07 100/0
11-20 lbs.			х		
21-50 lbs.		х			
51-75 lbs.	х				
76-100 lbs.	Х				
> 100 lbs.	Х				
Maximum am	ount carried b	y worker withou	it assistance: 20 lbs.	• • • • • •	

PUSHING/PULI	PUSHING/PULLING FORCE TO BE EXERTED							
Pounds	Never	Seldom	Occasionally	Frequently	Continuously			
· ounus	Herei	1-5%	6-33%	34-66%	67-100%			
1-10 lbs.				x				
11-20 lbs.			х					
21-50 lbs.	х							
51-75 lbs.	х							
76-100 lbs.	х							
> 100 lbs.	х							
Maximum we	Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture							
Distance:	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 / Work

Works Outside <u>5</u>% of the time.

Temperature Extremes: No

Works on or around moving machinery or mechanical parts: No

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

Reach at or Above Shoulder		х	х		
Reach Below Shoulder		х			
Use of Arms				х	
Use of Wrists				х	
Use of Hands				х	
Grasping/Squeezing				х	
<b>Operate Foot Controls</b>	Х				

ENDURANCE

NDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			х			1	2
Standing				Х		1	6
Walking				Х		1	6
Change Positions			х				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name	Employe	Employee Signature		
Employer Representative (Immediate Supe	rvisor):			
Print Name	Title	Signature	Date	
Prepared by: Director of Human Reso	Date:			
In the event of an on the job injury:				
For physician to complete: Is this job appropriate? Yes If not released to regular work at t	No Date of Release:	"ANTICIPATED" DATE:		
Physician's Signature	Date	-		