



Flour Bluff Independent School District Job Description

JOB TITLE: Assistant Speech-Language Pathologist

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 196

REPORTS TO: Director of Special Education

DATE REVISED: 12/09

PRIMARY PURPOSE:

- The role of the Assistant Speech-Language Pathologist, responding to the unique needs of the student with disabilities, is to assist in conducting individual assessments, participating in the special education placement and review process and providing supportive services to special education teachers within the framework of the philosophy and goals established by Board policy and in accordance with statutes, standards or regularly agencies, and administrative guidelines.

QUALIFICATIONS:

Minimum Education/Certification:

- Bachelor's degree
- Assistant Speech-Language licensure as per State Board

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Models' effective communication skills.
2. Establishes a working relationship, based upon mutual respect, trust and confidence, which encourages optimum

performance.

3. Provides communication therapy in the parameters of articulation, auditory processing, fluency, language and voice as designed by supervisor.
4. Demonstrates flexibility in planning and conducting therapy sessions to meet student's needs.
5. Implements therapy strategies which address individual educational objectives as established by supervisor.
6. Selects, produces and utilizes appropriate therapy materials and equipment to be used with therapy objectives.
7. Demonstrates knowledge of technology as appropriate to meet student needs.

ROLE

2: SCHOOL/ORGANIZATION CLIMATE

8. Uses management practices that promote positive teamwork and collaborative decisions for students with communication disabilities.
9. Relates to staff, students and parents in ways that convey equality and mutual respect.
10. Possesses knowledge of the school's responsibilities and of the way the responsibilities of the licensed assistant speech-language pathologist relate to this broader framework.

ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT

11. Possesses knowledge of campus organization and plans/procedures for achieving campus goals.
12. Assists the school in accomplishing its commitment to education in the community.

ROLE 4: ADMINISTRATION AND FISCAL FACILITIES MANAGEMENT

13. Ensures the integrity and confidentiality of student data.
14. Maintains individual working files of all speech therapy students.
15. Maintains therapy facility to provide an atmosphere for optimal learning.
16. Organizes and maintains materials and equipment to facilitate efficient therapy delivery.
17. Develops and displays discipline management plan in compliance with campus guidelines.

ROLE 5: PROFESSIONAL GROWTH AND DEVELOPMENT

18. Engages in professional development and relates useful information obtained to other professionals.
19. Uses appropriate technology to increase effectiveness.
20. Adheres to ethical and professional standards.
21. Adheres to proper channels when communicating about problems, ideas, etc.
22. Demonstrates knowledge of current literature.
23. Participates in district, department, staff and committee assignments.
24. Develops and maintains skills by applying knowledge gained through staff development.
25. Responds to supervision and facilitates communication concerning administrative and therapy issues.

ROLE 6: SCHOOL AND COMMUNITY RELATIONS

26. Complies with district policies and campus procedures.
27. Provides personal care services.
28. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals; standard instructional equipment

Posture:

Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Frequent districtwide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.