

***Core Educational Cooperative***  
**Job Description and Requirements**  
**Speech Language Pathologist Assistant**

**Requirements:**

A. Educational Level:

At least 2 years of College Education

B. Certification:

Licensed through SD Board of Examiners for Speech-Language Pathology

C. Experience Desired

Successful Internship

D. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands and fingers in keyboarding and typing. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

E. Other Requirements.

Excellent oral and written communication skills. Demonstrates skills in human relations, leadership, and conflict management. Demonstrates competency with computers and use of word processing, spread sheets, and data entry. Demonstrates ability to work well with others.

**Reports To:**

Supervising Speech Language Pathologist

**Receives Guidance From:**

CORE Director, Superintendents and Principals

**Essential Functions and Duties:**

1. Assist with developmental screenings.
2. Work with children with a wide range of disabilities, from mild or moderate to severe and/or multiple disorders.

3. Provide itinerant services on a Cooperative-wide and individual, small-group, or classroom basis to infants, toddlers, preschoolers, school-age children, and adolescents.
4. Implement treatment plans or protocols as directed by Speech Language Pathologist.
5. Assist Speech Language Pathologists in the remediation or development of speech and language skills.
6. Collect and compile data to document student performance and/or assess program quality
7. Assist with informal documentation as directed by the Speech Language Pathologist
8. Assist with clerical duties such as preparing materials and scheduling activities as directed by the Speech Language Pathologist.
9. Manage time efficiently, follow schedule and inform appropriate personnel of departures from schedule.
10. Exhibit compliance with regulations, reimbursement requirements and Speech Language Pathology Assistant's job responsibilities.
11. Other duties as assigned by the Director.

**Working Conditions:**

A. Inside	Outside	Both
		<b>XXX</b>

**B. Climatic Environment:**

Typically, work is conducted in comfortable classrooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

**C. Hazards:**

Some classrooms, offices and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

**I have read and understand this job description and can fulfill the essential functions as listed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name