



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Speech-Language Pathology Assistant
FLSA Status: Exempt
Salary Grade, if non-union:
Pay Grade, if union: Teacher Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to ensure that all students who have communication delays or communication disorders (as defined by State Board Rules 6A-6.03012 and 6A-6.030121) are provided appropriate speech-language services or related services in order to receive a Free and Appropriate Public Education.

Essential Functions of this Job

An SLP-A may conduct the following tasks under the supervision of an American Speech-Language-Hearing Association certified speech-language pathologist (SLP) holding the Certificate of Clinical Competence with at least 2 years of experience (post certification). This level of supervision is non-evaluative and relates only to ethics and licensure requirements as outlined by ASHA.

A. Prevention and Identification

An SLP-A shall assist the SLP in providing resources and training to educators and parents that will help eliminate or inhibit the onset and development of communication disorders.

B. Assessment and Evaluation

Assists the supervising SLP with speech-language and hearing screenings and assessments, without interpreting the results.

C. Service Delivery

Follows documented treatment or intervention plans or protocols developed by the supervising SLP.

D. Public Relations

Supports the supervising SLP in public relations by upholding and enforcing board policy, administrative

Position Title: Speech-Language Pathology Assistant

procedures, and school rules and regulations, and is supportive of them to the public. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Strives to communicate the positive aspects of our school program to the public in word and deed. Works cooperatively with parents to strengthen the educational program for their children. Establishes and maintains cooperative relations with other staff.

E. Professional Growth

Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning. Maintains a valid Florida license as a Speech-Language Pathology Assistant issued by the Florida Department of Health, Medical Quality Assurance.

F. Student Evaluation

Documents student performance and reports this information to the supervising SLP. Performs duties necessary to maintain the accountability required for the instructional program and as required by federal, state and district guidelines. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

Also, assists with clerical duties and departmental operations, such as preparing materials and scheduling activities as directed by the supervising SLP. Performs checks and maintenance of equipment, including augmentative and assistive technology.

Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Ability to work cooperatively with parents, school districts and agencies in providing services to students. Ability to develop concepts and ideas and relate both in oral and written form. Knowledge of child development. Must possess strong interpersonal skills and have the ability to work cooperatively and collaboratively with students, teams and groups. Must be able to work a flexible schedule to meet the needs of the position. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Must possess a Bachelor's degree in Speech-Language Pathology from a college or university accredited by a regional association of colleges and schools recognized by the Department of Education which includes at least 24 semester hours of coursework in the field of speech-language pathology, as approved by the board at an institution accredited by an accrediting agency recognized by the Council for Higher Education Accreditation and hold a valid license as a Speech-Language Pathology Assistant (SLP-A) issued by the Florida Department of Health, Medical Quality Assurance.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Position Title: Speech-Language Pathology Assistant
Local Code: 10094
EEO5: 32
Approval Date: 2012-06-27
Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.