

**North Central Educational Service District**  
**Job Description – Speech Language Pathologist Assistant (SLPA)**

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**Title:** Speech Language Pathologist Assistant (SLPA)

**Department:** Special Education

**Classification:** Classified

**Supervised by:** Licensed Speech-Language Pathologist

**Work Year:** 187 Days or Assigned by Superintendent

**Job Purpose Statement:**

The purpose of the SLPA will implement services for students with speech/language, cognitive, voice, and/or swallowing disorders, augmentative/alternative communication devices and hearing impairments. May assist with translating and/or communication using second language skills when applicable.

**Job Qualifications: Education and Experience:**

1. Official college transcripts showing 45 quarter hours or 30 semester hours of speech-language pathology technical course work; and
2. Official transcripts showing 45 quarter hours or 30 semester hours of general education hours; and
3. Written evidence of 100 clock "contact hours of clinical interaction" that results in an assessment that the applicant meets or exceeds all relevant skills outlined on the Board's Competency Checklist – Reference Oregon Administrative Rule OAR 335-095-001
4. B.S. & M.S. preferred

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Must hold a valid Oregon Board of Examiners License as an SLPA
- Successfully pass district background and drug screening

**Knowledge, Skills, and Abilities:**

- Substantial knowledge and experience in accounting and bookkeeping applications
- Ability to prioritize and plan work activities and use time efficiently.
- Ability to approach others in a tactful manner.
- Ability to follow instructions and respond to supervisor direction, take responsibility for own actions, and commit to long hours of work when necessary to reach goals.

**Essential Job Functions:**

1. Provide direct treatment assistance, excluding dysphagia (as opposed to feeding for nutritional purposes), to students identified by the supervising SLP by following written treatment plans or protocols developed by the supervising SLP
2. Document student progress, without interpretation of findings, toward meeting established objectives as stated in the treatment plan, and report information to the supervising SLP
3. Assist the SLP in collecting and tallying of data for assessment purposes, without interpretation
4. Act as second-language interpreter during assessment
5. Assist the SLP with informal documentation during an intervention session (collecting and tallying data as directed), prepare materials, and assist with other clerical duties as specified by the supervising SLP
6. Schedule activities and prepare charts, records, graphs, or other displays of data

*North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act*

*Updated March 18, 2019*

7. Perform checks and maintenance of equipment
8. Participate with the SLP in research projects, in-service training, and public relations programs
9. Initial each clinical entry and signs each page of record
10. Correspond with district staff and stakeholders via email
11. May be asked to translate, if applicable
12. Maintain regular on-time attendance

**Educational Skills:**

**Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by device.

**Reasoning Ability:**

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

### Physical Requirements:

1. **In an eight-hour day employee may:**

- |               |                               |   |                                  |   |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs            |
| b. Sit        | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs            | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive      | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs            |

2. **Employee may use hands for repetitive:**

☒ Single Grasping      ☒ Pushing and Pulling      ☒ Fine Manipulation

3. **Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes      ☒ No

4. **Employee may need to:**

- |                 |                                     |  |                                     |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat        | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift         | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. **Lifting:**

☐ **Sedentary Work:** Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking.

☒ **Light Work:** Lifting 25 pounds occasionally with occasional sitting and occasional standing/walking.

☐ **Medium Work:** Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Medium Heavy Work:** Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ **Heavy Work:** Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

### **Mandatory Child Abuse Reporting**

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

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### **Agreement**

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, \_\_\_\_\_ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

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**Employee Signature**

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**Date**