3.24

## TITLE: Speech-Language Pathology Assistant (SLPA)

**QUALIFICATIONS**: 1. Valid Alabama Certificate with proper endorsements in the area of

instructional responsibility.

2. Bachelor's degree in Communication Sciences and Disorders

3. Such alternative to the above qualifications as the Board may find

appropriate and acceptable

**REPORTS TO:** Assigned Administrator

JOB GOAL: To help reduce or eliminate speech impairments that interfere with the individual

student's ability to develop the communication skills needed to achieve his/her

maximum academic and social potential.

## **JOB DUTIES:**

 Conducts screenings and assessments of students with communicative disorders and development needs.

- 2. Develop and implement Individualized Educational Programs (IEPs) to meet the unique needs of each student receiving therapy services.
- 3. Develop appropriate service delivery models to meet the needs of students.
- 4. Consult with classroom teachers and other school personnel to facilitate carry-over of therapy gains into classroom activities.
- 5. Provide information, support, and guidance to parents/guardians and families.
- 6. Assist teachers in the identification of children with communicative disorders.
- 7. Maintain records for students evaluated and receiving services.
- Inform administrators and other members of the education team of program developments and student progress.
- 9. Coordinate services with other school programs.
- Serve as a resource as needed for IEP, Problem Solving Team, and other committees as needed.
- 11. Exhibit punctuality in attendance at school, classes, meetings, conferences, and other school functions.
- 12. Perform routine duties in a timely, professional, and responsible manner.
- 13. Demonstrate proficiency in written/oral communication and technological skills.
- 14. Demonstrate the knowledge of Federal, State, and Local laws and policies affecting education, including, but not limited to the following: IDEA, Section 504, Title IX, etc.
- 15. Ability to drive from school to school in the district to attend IEPs and/or professional meetings, as needed.
- Maintain professional growth and competence through professional development as per Board Policy 5.5 Personnel - Professional Development
- 17. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.

18. Perform other duties as may be assigned.

## **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT:		9-Month	☐ 10-Month	11-Month	☐ 12-Month
EXPECTED WORK DAY:		8 Hours			
EXEMPT STATUS:		EXEMPT			
SALARY:	According to Albertville City School Board approved salary schedule and determined by rank and experience as per policy 5.1.2 – Personnel – Special Requirements for the Position				
EVALUATION:	N: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements  Output  Description:				
Reviewed and a	greed to by:	Employee		Date	
☐ Assigned Ad	ministrator Initials	☐ Hui	man Resources	Initials	