

## Litchfield School District - SAU 27

<b>POSITION TITLE: SPEECH-LANGUAGE ASSISTANT</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>8/3/05</i>
<b>General Purpose:</b>	The Speech-Language Assistant will carry out the treatment of a student which has been designed by the Speech-Language Pathologist after the SLP has assessed the student, developed the treatment plan, and initiated treatment.
<b>Reports to:</b>	Speech Pathologist(s)
<b>Supervises:</b>	N/A

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

1. To work alongside and assist the Speech-Language Pathologist as assigned in individual and group sessions.
2. To carefully observe and report changes that may require modification of the treatment plan.
3. To maintain student confidentiality and ethical standards of conduct.
4. To assist with Childfind screenings under the supervision of the Speech-Language Pathologist.
5. To observe, record, and report specific student behaviors in a group or individual speech therapy lesson.
6. To assist students with learning aids or other communication devices.
7. To assist with other clerical responsibilities associated with the implementation of treatment of students.

All other responsibilities as assigned by supervision.

**Evaluation:** Evaluation will be completed by the Speech Pathologist(s) prior to April 1<sup>st</sup>. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

### **TERMS OF EMPLOYMENT:**

At-will; non exempt or salaried, exempt as staffing needs require

### **MINIMUM QUALIFICATIONS:**

#### ***Education and Experience:***

1. Associate's Degree
2. Bachelor's Degree in Communication Disorders

### **LICENSURE AND CERTIFICATION REQUIREMENTS:**

***Necessary Knowledge, Skills and Abilities:*** Ability to work with students; general knowledge of child development; ability to follow and take data related to a treatment.

## **PHYSICAL ACTIVITY REQUIREMENTS:**

### **Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Not required

### **Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Occasionally required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

### **Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Not required

### **Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is Required to:**

	<b><u>Consecutive Hours</u></b>								<b><u>Total Hours</u></b>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

**Work Performed:** Inside: 100%  
 Outside: 0%

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, and the community.

**Summary of Occupational Exposures:**

May be exposed to (N/A)

**Other Considerations and Requirements:**

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed. Working in the preschool requires a necessity to sit on the floor, to sit in small chairs, and to move with the students.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.