



Speech-Language Tech

Purpose Statement

The job of Speech-Language Tech is done for the purpose/s of providing appropriate intervention services to students eligible to receive articulation, fluency, language, voice, and other communication related disorder supports under the direction and supervision of a qualified Speech-Language Pathologist.

This job reports to Assistant Director of SPED

Essential Functions

Assists SLP with speech, language, and hearing screenings for the purpose of identifying students with speech-language needs and monitoring progress and needs.

Assists with clerical duties (e.g. scheduling, record keeping, filing, etc.) for the purpose of providing eligible students with quality services in an efficient and effective manner.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with Speech-Language Pathologist for the purpose of planning therapy sessions, complete progress monitoring, establish expectations, establishing IEP goals and objectives, and report students' progress.

Collect data for the purpose of monitoring student progress toward IEP goals and for compliance with guidelines and regulations.

Communicate students' progress information with students' parent or guardian (e.g. assessment results, proposed IEP goals, therapy progress, etc.) for the purpose of working collaboratively with all stakeholders to meet students' needs under the direction of the SLP.

Document students' progress and report to supervisor for the purpose of reporting to supervisor to managing supports and meeting students' needs.

Establish positive learning environment for all students using positive, proactive management strategies to encourage student engagement for the purpose of supporting student growth toward IEP goals.

Follow established ethics standards and professional practices for the purpose of offering quality support for student learning in a safe environment.

Follow therapy plans created in collaboration with SLP for the purpose of providing the best services to meet students' needs.

Maintains confidentiality for the purpose of protecting privacy and personal information as outlined in HIPPA, FERPA, and IDEA.

Participate professional development for the purpose of improving skills and to better support student progress.

Participates school SPED team meetings when assigned for the purpose of helping improve communication and providing high-quality services to SPED students across the school and district.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Provide services to students as outlined in the IEP and / or therapy plan prepared and approved by supervising SLP for the purpose of offering students' support to meet IEP goals.

Provides speech-language therapy services for the purpose of supporting student progress toward IEP goals related to speech services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: anatomy and physiology of speech and hearing mechanisms and disorders; principles and practices of speech and language therapy; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Complete USBE Speech-Language Tech Institute within one year of hire date

Clearances

Criminal Background Clearance

FLSA Status

Not Rated

Approval Date

3/13/2023

Salary Grade

Lane 8