

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** INSTRUCTION  
**TITLE:** SPEECH LANGUAGE PATHOLOGY ASSISTANT  
**CALENDAR:** [SPEECH LANGUAGE PATHOLOGY ASSISTANT FULLTIME](#)  
[SPEECH LANGUAGE PATHOLOGY ASSISTANT PART TIME](#)  
**SALARY:** [GRADE 13](#)

### Job Goal:

Provide speech and language services to students with disabilities under the direction and supervision of a certified Speech/Language Therapist

### **Minimum Qualifications:**

- Complete an approved training program that contains at least sixty semester credit hours of general education and speech-language pathology technical coursework from and accredited college or university, of which at least:
  - Twenty to forty semester credit hours of General Education
  - Twenty to forty semester credit hours of Speech-Language technical course work
- Complete at least 100 hours of clinical interaction that does not include observation, under the supervision of a licensed master's level speech-language pathologist.
- Two years experience in a classroom setting
- Knowledge of methods of observation, recording and data collection that apply to the monitoring of therapy objectives
- Ability to work with non-traditional students
- Ability to speak, read and write Spanish desired
- Ability to change and adapt to variable schedules and work with multiple teams
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Implement speech/language services following documented treatment plans or protocols developed by the supervising speech therapist
- Assist with informal documentation as directed by the speech therapist including collecting data for Individualized Education Programs
- Develop an awareness of individual student needs and assists the speech therapist in monitoring these needs
- Assist with instructing the educational staff concerning use of adaptive equipment, materials, and integration of therapy goals in to classroom academic activities to enhance function at the direction of the speech therapist
- Assist with clerical duties such as preparing materials and scheduling activities
- Maintain current records under the therapist's supervision in accordance with school, state and federal policy
- Assist with keeping accurate records of therapy equipment and materials
- Assist with developing goals, individual and group therapy activities
- Assist with the dissemination of established therapeutic programs to the educational staff under the direction of the speech therapist

- Consult with the therapist overseeing work, concerning implementation and status of therapy goals
- Help ensure the proper and safe use of any equipment or materials, including augmentative communication devices, and making certain equipment is properly maintained
- Meet with school staff as necessary concerning students
- Perform all duties in a safe and prudent manner as directed
- Accept responsibility for students well being and safety while they are in employee's care
- Be alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Assist in the maintenance of a quiet and orderly classroom environment
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors

**Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Working with Students with Special Needs**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, bloodborne pathogens, and loud noises. Employees may be required to lift or exert up to 50 pounds of force to move objects occasionally, up to 20 pounds of force to move objects frequently, and up to 10 pounds of force to move objects constantly. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.