

**SANBORN REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION – SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

Job Title	Speech-Language Pathology Assistant
Supervisor	Speech and Language Pathologist and Building Principal
Qualifications:	Associates Degree and completion of state approved speech/language pathologist assistant program or bachelor's degree in speech-language specialist or Communication Disorders, preferred. Maintain license by the New Hampshire Board of Allied Health as speech/language assistant. Also maintain certification by the New Hampshire Department of Education as speech/language specialist, preferred.
Purpose	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.
Performance Responsibilities	<ul style="list-style-type: none"> ● To work alongside and assist the Speech-Language Pathologist as assigned in individual and group sessions, in both the regular education setting and special education setting. ● Provide services to students independently as assigned by the Speech-Language Pathologist. ● Document the performance of students receiving speech/language pathology services. Collect data for monitoring quality improvement in the delivery of speech/language pathology services. ● On a daily basis, maintain a record of students served; complete Medicaid records as necessary. ● Assist the Speech/Language Pathologist in maintaining progress reports for student files. Complete other clerical duties related to the delivery of speech/language pathology services as assigned by the Speech-Language Pathologist. ● Report to and be formally supervised by a Speech/Language Pathologist. ● Consult with professional colleagues as directed by a Speech/Language Pathologist. ● Comply with all supervisory and ethical standards of the American Speech and Hearing Association (ASHA). ● Set professional goals and complete all required professional development training. ● Carefully observe and report changes that may require modification of the treatment plan. ● Maintain student confidentiality and ethical standards of conduct. ● Assist with Childfind screenings under the supervision of the Speech-Language Pathologist. ● Observe, record, and report specific student behaviors in a group or individual speech therapy lesson. ● Assist students with learning aids or other communication devices. ● Assist with other clerical responsibilities associated with the implementation of treatment of students. ● Other duties as assigned by the building level Principal and/or Director of Student Services.
Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. 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.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the Building Principal in accordance with district policies

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.

The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.

November, 2022