

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

April 2026

SECTION I: GENERAL INFORMATION

Position Title: Speech-Language Pathology Assistant	Department: Special Education
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Non-exempt
Band/Grade/Subgrade: C-4-3	Bargaining Unit: COTA/Speech Language Assistant
Job Summary: The Speech-Language Pathology Assistant works under the direct supervision of the assigned licensed Speech-Language Pathologist to provide prescribed language, articulation, voice, and fluency practice to students receiving special education services in accordance with the student's Individualized Education Program (IEP).	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides direct and indirect Speech-Language services to students as directed by the licensed Speech-Language Pathologist
Percent of Time:	80	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Follows and implements treatment plans developed by the licensed Speech-Language Pathologist. Documents student progress toward meeting established objectives and reports this information to the supervising Speech-Language Pathologist. Maintains timely records of service frequency and drafts progress notes and IEP present levels of performance for the Speech-Language Pathologist review. Provides indirect services to assist with transitioning communication skills into the general education classroom. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Assists the licensed Speech-Language Pathologist with screenings, evaluations, and data collection to determine the needs of children for Speech-Language services.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Documents the Speech-Language functioning of children within the classroom setting. Compiles data associated with evaluations to assist in determining needs of children. Recommends improvements to the written treatment plan to reflect the child's changing needs. Performs routine checks, programming, and maintenance of AAC equipment and other instructional technology. Implements recommendations as approved by the licensed Speech-Language Pathologist. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Attends required meetings and professional development sessions. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION:	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Associate degree in Speech-Language Assistant. Bachelor's degree in Communication Sciences or Disorders (with 100+ hours of supervised fieldwork and specific assistant-level instruction) preferred	
1 year college	x	2 years college	Major field of study or degree emphasis: Speech-Language Pathology Assistant
3 years college		4 years college	
1st year graduate level			
2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Knowledge of school and department policies,

	Doctorate level	<p>procedures, guidelines and philosophy.</p> <ul style="list-style-type: none"> ● Knowledge of concepts, principles and fundamentals and techniques of Speech-Language pathology. ● Knowledge of disabilities and medical conditions. ● Knowledge of Speech-Language interventions and techniques. ● Knowledge of data collection methods and student performance documentation. ● Knowledge of AAC devices and instructional technology. ● Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job. ● Knowledge of laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing services to students with disabilities. ● The skill and ability to communicate - both orally and in writing.
<p>Required Work Experience in Addition to Formal Education/Training: At least one years of prior work related experience.</p>		
<p>Required Supervisory Experience:</p>		
LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring: Current MN Department of Education (MDE) SLPA License/Registration.</p>	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> ● Oral and written communication skills. ● Ability to work independently with required supervision. ● Planning, prioritizing, and organizing tasks and functions. ● Establishing and maintaining effective working relationships with clients. ● Ability to relate to children with special needs and their families. ● Ability to follow and successfully complete both written and oral directions. ● Implementing and carrying out prescribed speech-language therapy activities in accordance with IEP and treatment plans. ● Skills in maintaining accurately written records, charts and reports of patient activities and progress. ● Ability to accept and incorporate clinical feedback from the supervising SLP. ● Ability to read, and accurately interpret written materials of a technical nature. ● Ability to instruct clients in operation and use of communication equipment required for children with special needs. ● Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail. ● Ability to transport self among school buildings. ● Ability to communicate ideas clearly and concisely, both verbally and in writing.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total:
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<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Dealing with angry, hostile or uncooperative individuals and physical risks associated with physical work. Occupationally exposed to blood borne pathogens and other potentially infectious materials. Any potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)		x		
Reach with hands and arms		x		
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

**Classification History:
Updated April 2026**