

**POSITION DESCRIPTION  
NORTHFIELD PUBLIC SCHOOLS**

September 2007

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Speech and Language Assistant	<b>Department:</b> Special Education
<b>Immediate Supervisor's Position Title:</b> Director of Student Services	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> C-4-3	<b>Bargaining Unit:</b> COTA/Speech Language Assistant
<p><b>Job Summary:</b> The Speech and Language Assistant works under the direct supervision of the assigned licensed Educational Speech and Language Pathologist to provide prescribed language, articulation, voice and fluency practice to students receiving special education services.</p>	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Provides direct and indirect speech and language services to students as directed by the licensed Educational Speech and Language Pathologist
<b>Percent of Time:</b>	80	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>Follows and implements treatment plans developed by the licensed Educational Speech and Language Pathologist.</li> <li>Documents student progress toward meeting established objectives and reports this information to the supervising Educational Speech and Language Pathologist.</li> <li>Maintains a record of the frequency of services provided to students.</li> </ul>		
<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Assists the licensed Educational Speech and Language Pathologist with evaluations to determine needs of children for speech and language services.
<b>Percent of Time:</b>	15	
<p><b>Tasks involved in fulfilling above duty/responsibility:</b></p> <ul style="list-style-type: none"> <li>Documents the speech and language functioning of children within the classroom setting.</li> <li>Compiles data associated with evaluations to assist in determining needs of children.</li> <li>Recommends improvements to the written treatment plan to reflect the child's changing needs.</li> <li>Implements recommendations as approved by the licensed Educational Speech and Language Pathologist.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>			<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>
less than high school diploma			Associate degree in Speech and Language Assistant. Bachelors degree in Communicative Science (Speech/Language Pathology) preferred
High school diploma or GED.			<b>Major field of study or degree emphasis:</b>  Speech and Language Pathology Assistant
1 year college	x	2 years college	
3 years college		4 years college	
1st year graduate level			
2nd year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school and department policies, procedures, guidelines and philosophy.</li> <li>• Knowledge of concepts, principles and fundamentals and techniques of speech and language pathology.</li> <li>• Knowledge of disabilities and medical conditions.</li> <li>• Knowledge of speech and language interventions and techniques.</li> <li>• 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.</li> <li>• 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.</li> <li>• Knowledge of first aid and CPR.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least one years of prior work related experience.			
<b>Required Supervisory Experience:</b>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b>	

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

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<p><b>HAZARDOUS WORKING CONDITIONS:</b> <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>
---	--

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>		x		
<b>Reach with hands and arms</b>		x		
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>		x		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Medium Work:</b> 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**

<b>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</b>	
_____	_____
<b>Signature – Department Head</b>	<b>Date</b>
_____	_____
<b>Signature – Human Resources</b>	<b>Date</b>
<b>Classification History:</b>	