

**TITLE: SPEECH LANGUAGE PATHOLOGY ASSISTANT  
CATEGORY 4 PARAEDUCATOR**

**QUALIFICATIONS:**

1. Graduation from an approved SLPA program
2. Active License from the Massachusetts Board of Speech Pathology and Audiology
3. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
4. Possess strong verbal and written communication skills.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. Must be trained/trainable in and maintain non-violent crisis intervention model.
7. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
8. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

**REPORTS:**

Building principal, Special Education administrator or designee, supervising Special Education teacher, related service providers, general education classroom/specialist teacher(s) and/or assigned supervising Speech and Language Pathologist (SLP).

**JOB GOALS:**

1. The SLPA provides unique therapeutic services to enhance the goals and objectives of eligible students. The SLPA is primarily responsible for implementing the therapeutic program prescribed by the speech language pathologist.
2. Provide a safe and supportive educational environment for all students and staff as well as providing classroom support to teachers and students.

**PERFORMANCE RESONSIBILITIES:** (include but are not limited to)

1. Assist the SLP with speech, language, and hearing screenings without clinical interpretation.
2. Assist the SLP during assessment of students, patients, and clients exclusive of administration and/or interpretation
3. Follow documented treatment plans or protocols developed by the supervising SLP
4. Document student, patient, and client performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP.

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5. Provide instruction in the use of augmentative and alternative communication devices.
6. Demonstrate or share information with patients, families, and staff regarding feeding strategies developed and directed by the SLP.
7. Assist with clerical duties, such as preparing materials and scheduling activities, as directed by the SLP.
8. Perform checks and maintenance of equipment.
9. Assist with departmental operations (scheduling, recordkeeping, safety/maintenance of supplies and equipment).
10. Assists the classroom/specialist teacher as needed.
11. Work on educational tasks with one or more students as designated by the teacher.
12. Assists in reviewing student work which is objective in nature and under the direction of the classroom teacher.
13. Assists in the supervision of students during instructional activities and transitional periods.
14. Maintains confidentiality of student records and respects the confidential nature of the classroom and will refer to the classroom teacher if a problem arises.
15. Assists the supervising teacher in the setting and maintaining reasonable standards of behavior and performance.
16. Escorts children to and from transportation in a safe and responsible manner as directed by the supervising teacher.
17. Assists the supervising teacher in collecting data on student performance, goals and behavior.
18. Reports all student accidents and/or incidents to the supervising teacher immediately or as soon as possible.
19. Follows individual student safety plans, IEP's, 504's, health care plans, attends TEAM meetings when requested, etc.
20. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.)
21. Ability to work independently and make good judgments "in the moment."
22. Provides support and supervision throughout the entire school day (assemblies, recess, specialists, etc.).

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- 23. Participates in regular professional development offered both in and out of the district as requested. (full-time paraeducators)
- 24. Exposure to aggression and/or bodily fluids is an expected outcome of this position.
- 25. Will assist students with activities of daily living as needed (feeding, toileting, etc.).
- 26. Performs such other duties or tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**TERMS OF EMPLOYMENT:**                      *Varied based on student and district need; full time and part time opportunities available - school calendar year.*

**EVALUATION:**                              *Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel.*

**SALARY:**                                      *Per current EAPC Paraeducator contract*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**Plymouth School Committee - Updated**

Information:    December 18, 2017  
Discussion:    December 18, 2017  
Approved:      December 18, 2017