



Speech-Language Pathologist Assistant

Position Profile: The Speech-Language Pathologist Assistant works collaboratively with the Speech-Language Pathologist to provide direct therapy to students with speech and language difficulties/disorders.

Directly Reports To: Speech and Language Pathologist

In-Directly Reports: Deputy Director and Student Services Co-ordinator

Duties & Responsibilities

- Without restricting the generality of the general description above, the Speech-Language Pathologist Assistant position shall perform such duties and responsibilities as may be assigned including but not restricted to the following:
 - Record keeping;
 - Lesson planning;
 - Schedule therapy and submit monthly calendar to Speech-Language Pathologist, Student Services Co-ordinator, and to the appropriate schools;
 - Demonstrate therapy process and supply materials to parents/guardians and school staff;
 - Provide progress reports, both verbal and written;
 - Prepare SLP materials;
 - Engage in regular professional development activities to maintain professional competency; and,
 - Other duties as assigned by the Speech-Language Pathologist.
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Education & Qualifications

- Undergraduate Degree in a Speech-Language program.
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Competencies, Skills and Abilities

- **Quality & Organization of Work**
The Speech-Language Pathologist Assistant must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**
The Speech-Language Pathologist Assistant must be skilled in handling varied multiple duties including the ability to work with students, teachers, administrators and parents. They must demonstrate initiative and self-direction within the scope of assignment.
- **Communication**
The Speech-Language Pathologist Assistant must effectively communicate in both oral and written skills required to perform all performance responsibilities.
- **Job Knowledge**
The Speech-Language Pathologist Assistant must have basic knowledge and/or experience related to the area of assignment.
- **Cooperation & Teamwork**
This position involves working collaboratively with a variety of professional service providers and other school personnel on a daily basis. The Speech-Language Pathologist Assistant must have the ability to work as a team player and work independently with minimal supervision.
- **Attitude**
The Speech-Language Pathologist Assistant must display a positive attitude toward others, their work, schools and the division.
- **Confidentiality**
Maintain confidential speech-language records in a secure location in accordance with all confidentiality, ethical and legal standards. These records shall not be made available to other persons or agencies without the consent of the Director or designate and the informed consent of the parent. A notice that speech-language services have been provided to the student, along with appropriate information can be inserted into the student cumulative folder.

At no time should a speech-language pathologist assistant discuss in public information pertaining to employees, students or the operation of the division. A speech-language pathologist assistant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act