



Our Motto
Our Mission
Our Values
Our Vision

Students Come First
Building Strong Foundations to Create Bright Futures
Belonging, Diversity, Learning, Perseverance, Responsibility
Learning Without Limits...Achievement For All

SPEECH-LANGUAGE PATHOLOGIST ASSISTANT

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|-----------------------------|-----------------------------|
| Portfolio: | Education |
| Reports Directly to: | Speech-Language Pathologist |
| Direct Reports: | None |
| Department/Location: | School Based |
| Salary Range: | Out of Scope Salary Grid |
| Last Updated: | December 19, 2024 |

Profile

The Speech-Language Pathologist Assistant (SLPA) works as part of an interdisciplinary team under the direction and supervision of the Speech-Language Pathologist (SLP) to provide direct therapy to students with speech and language delays/disorders.

Duties & Responsibilities

- Participate as an active member of the Student Services team.
- 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:
 - Document student data and progress.
 - Follow and implement documented treatment plans developed by the Speech-Language Pathologist for students in individual and group activities.
 - Administer defined screening protocols, without interpretation, selected by the Speech-Language Pathologist.
 - Schedule therapy and a monthly calendar in collaboration with the Speech-Language Pathologist, Student Services Consultant, and to the appropriate schools.
 - Demonstrate the therapy process and supply materials to caregiver(s)/guardian(s) and school staff.
 - Provide progress reports, both verbal and written.
 - Prepare SLP materials as directed by the Speech-Language Pathologist.
 - Other duties as assigned by the Speech-Language Pathologist.

Qualifications

- Undergraduate Degree in a Speech-Language program.
- A minimum of a high school diploma or the equivalent.
- Completion of a formal educational training program for SLP assistants from a community college or university is preferred.

Confidentiality

Maintain all student records in a secure location in accordance with all confidentiality, ethical and legal standards of the Division. These records shall not be made available to other persons or agencies without the signed and informed consent of the caregiver(s)/guardian(s).

At no time should an employee discuss in public information pertaining to other employees, students or the operation of the Division. Division employees are 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 Division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Competencies, Skills and Abilities

COMMUNICATION: A respectful exchange of information to support a common vision

This competency forms part of all the other competencies. The Speech and Language Pathologist Assistant normally does their work in the context of interpersonal relationships where communication is paramount. Competency in the following areas is required:

- Ability to communicate effectively with students and caregiver(s)/guardian(s) with cultural competency.
- Excellent interpersonal, written and oral communication, and computer skills.
- Effective communication with all members of the interdisciplinary team.
- Respond to communications in a timely manner.

COLLABORATION: Working together to proactively plan and problem solve

This position involves working together in a constructive working alliance with professional service providers and school personnel on a daily basis to enhance student learning and skills.

Competency in the following areas is required:

- Ability to work interdependently as a team player and work independently with minimal supervision.
- Adapt to and work effectively within a variety of situations and environments with various individuals or groups.
- Understand and appreciate the viewpoints and perspectives of all, remain flexible in one's approach and be willing to learn from others.
- Utilize and incorporate strong problem-solving skills.
- Display a positive and respectful attitude toward their work, their schools, the division and families.
- Demonstrate initiative and self-direction within the scope of assignment.

CAPACITY BUILDING: Enhancing abilities to overcome obstacles and achieve results

Competency in the following area is required:

- Basic knowledge and/or experience related to the area of assignment.
- Represent the division in a positive and professional way.

CONSISTENCY OF PRACTICE: Adherence to effective practices and equitable services across the Division

The Professional Service Provider adheres to procedures and policies as set out in division guidelines.

Competency in the following areas is required:

- A valid driver's license and a personal insured vehicle.
- Demonstrate ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.
- Incorporate strong organizational and time management skills.
- Utilize the intervention plan developed to guide service delivery.

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