

**Hernando County School Board
Florida**

FLSA: Exempt, Union

SPEECH/LANGUAGE (ESE/SLP) ASSISTANT
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Required Qualifications:

- A bachelor's degree in Speech/Language Pathology or Communication Disorders
- Florida Department of Health Speech-Language Assistant Certification

Preferred Qualifications:

- ASHA Speech/Language Pathology Assistant (SLPA) Certification

Performance Responsibilities:

- Maintain the master schedule finalized by the Speech and Language Pathologist and revise and update the FTE list and speech and language roster and schedule
- Create file for new students
- File and maintain paperwork and information in students' files
- Make communication boards
- Help in Individual Education Plan preparation
- Assist in keeping inventory of materials
- Assist in transporting students to and from therapy
- Participate in the in-school staffing processes as appropriate in conjunction with the Supervising certified licensed Speech/Language Pathologist
- Provide speech/language screenings under the guidance and/or supervision of a certified licensed Speech/Language Pathologist
- Assist the certified Speech/Language Pathologist with preparation educational plans annually for each student based on individually assessed needs in accordance with district procedures.
- Prepare and implement therapy plans for each student under the guidance and supervision of a certified or licensed Speech/Language Pathologist
- Provide appropriate schedules for exceptional students involving school personnel as required
- Confer with the classroom teacher concerning any educational needs of the student
- Make available to teachers instructional ideas that are appropriate for exceptional students within the classroom situation
- Refer those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies under the guidance and supervision of a certified or licensed Speech/Language Pathologist
- Design therapy services under the guidance and supervision of a certified or licensed Speech/Language Pathologist so that they are consistent with the educational philosophy of the district
- Follow a professional implementation plan that is developed jointly with the supervising Speech/Language Pathologist and monitored by the program supervisor in order to meet all Florida Protocol requirements 64B20-4.0045
- Work in coordination with Exceptional Student Education teachers in planning and developing services

- Cooperate with school personnel in coordinating Exceptional Student Education services within that school
- Ensure that each student in the program has necessary evaluation records and related service documents in his/her permanent folder
- Document and maintain records on student progress and ensure synchronous communication between the certified licensed Speech/Language Pathologist and the Speech Language Pathology Assistant
- Maintain therapy attendance records
- Attend and participate in faculty meetings or other meetings as required
- Continue professional growth through educational meetings, observational feedback and conferences and by reading professional literature
- Obtain required continuing education units in order to maintain certification with the Department of Health in good standing
- Requires placement with a licensed and certified Speech/Language Pathologist
- Provide speech and language therapy following a designed plan established by the Speech and Language Pathologist
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Exceptional Student Education, principal and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Exceptional Student Education, principal and/or designee

Evaluation:

Annual evaluation done by the Director of Exceptional Student Education and/or administrative designee

Terms of Employment:

10-month employment

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

52032

Board Approved: 06/06/06

Revised: 01/20/09, 05/17/11, 06/10/14, 6/25/19, 05/30/23