



Speech and Language Pathology Assistant

SUMMARY: Under basic supervision, assists Speech and Language Pathologist (SLP) in providing services to special needs children with speech and language impairments.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides services to special needs children with speech and language impairments.
- Compiles data and maintains materials and case files on students in program; reviews case files and progress reports with Speech and Language Pathologist (SLP).
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate's Degree in SLP Paraprofessional; AND one year of experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- MPS policies and procedures.
- SLP techniques and procedures, intervention strategies, and professional rules of conduct.
- Principles of record keeping and confidential records and file management.

Skill in:

- Effectively performing articulation and language services for children and young adults, including the use of assistive and adaptive devices.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relations with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License is required. SLP Paraprofessional certification with the State of North Dakota is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in standard office and classroom environments.