

Group: CUPE

Title: \_ **Speech Language Pathologist Assistant**

Dept.: Inclusive Education

Location: District Wide

**Position Description:**

Under the direct supervision of the Speech Language Pathologist (SLP), the SLPA will assist in the assessment and treatment of speech, language, voice, and fluency disorders. Implement speech and language programs or activities as planned and directed by speech-language pathologists. Monitor the use of alternative communication devices and systems.

**Reports To:**

District Principal of Inclusive Education or designate.

**Direct Reports:**

N/A

**Duties & Responsibilities:**

**Under the direct supervision of a Speech Language Pathologist:**

- Assist speech-language pathologists during assessment of students, including preparation of materials and data collection.
- Carry out school-based intervention programs and strategies.
- Document results of interventions for SLP reporting.
- Source appropriate learning resources and materials for use with students.
- Check and maintain therapeutic equipment and materials for the SLP resource library in Creston and/or Nelson.
- Monitors the functioning of communication equipment/iPads/online applications (apps) by checking function, replacing batteries, cleaning units and arranging for servicing/repairs as required.
- Assists with inventory control of equipment, materials and supplies by monitoring stock, reporting shortages and preparing necessary forms for requisition.
- Work with Early Intervention children (0-5) under the supervision of the SLP, at the Inclusive Education Office in Creston and/or Nelson.
- Works with associated professionals for the assessment of children and implementation of intervention programs.
- Works with groups of students or individual students as directed.

- Provides information to students and families on speech and language topics such as communication strategies, communication devices and available community resources.
- Obtains student information and completes necessary forms for speech and language services for the SLP.
- Distributes reports, letters, etc. to schools and families.
- Assists SLP with scheduling meetings with schools and families.
- Attends meetings with SLP, agencies, and families as directed.
- Required to drive your personal vehicle from school to school in the district.

*The above job description reflects the principle functions of the job. Other comparable or transient duties which are within the area of knowledge and skills required by the job description may also be assigned.*

### **Education & Experience:**

- Grade 12
- 2-year Therapist Assistant Diploma in Speech-Language Pathology (SLPA), or Speech-Language Pathology Assistant Diploma, or similarly named 2-year therapy assistant diploma in speech and language-
- Class 5 driver's license.
- Experience working in a K-12 school system would be an asset.
- Experience using augmentative communication devices would be an asset.

### **Skills, Knowledge and Abilities**

#### **SKILLS:**

- Proficiency in building relationships.
- Strong collaboration and teamwork abilities.
- Work in a dynamic setting with changing priorities.
- Strong conflict resolution skills and an ability to manage difficult situations with tact and diplomacy.
- Proactive and initiative-driven mindset.
- Effective communication, organizational and time management skills, along with attention to detail.

#### **KNOWLEDGE:**

- Working knowledge of current office software programs, with the ability to learn other software programs/add-ons.
- Understanding and awareness of diversity and inclusion.
- Demonstrated ability to work in a manner that recognizes personal safety and the safety of others.
- Working knowledge of the provincial Duty to Report, FIPPA, and Duty of Care protocol and reporting procedures.

#### **ABILITY:**

- To multi-task, prioritize, self-motivate, and meet deadlines.
- To communicate effectively both orally and in writing.

- To establish and maintain positive, effective work relationships in a team environment at all times.
- To be flexible, adaptable, and resilient to change.
- To explain information clearly to others.
- To use office equipment (e.g.: printers, photocopiers, computers, augmentative communication devices) at a proficient level.
- Physical capabilities and stamina for working in a K-12 school setting.
- To use technology to assist students.
- To focus/concentrate for long periods of time.

#### RESPONSIBILITY:

- Effectively interact and establish professional rapport with students.
- Maintain professional relationships with community partners, families, and School District staff.
- In collaboration with the SLP, support students to engage in learning in the classroom and broader school environment.
- Maintain a high level of tact and confidentiality.

#### WORKING CONDITIONS:

- Relatively equal balance of standing/walking and sitting to accommodate students' needs.
- May be exposed to challenging behaviours.
- Work is typically in a climate-controlled indoor facility.
- Work is in a variety of school settings in the school district.

#### SALARY:

- Wages and employment benefits per CUPE collective agreement.

#### Key Relationships:

##### Effective working relationships with:

- Students
- School District 8 Staff
- External agencies

Next scheduled revision: Fall 2029

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