

EDUCATION ASSISTANT (SPEECH LANGUAGE ASSISTANT)

Division: 5 (Education Assistant)

Reports to: District Principal, Student Services

Job Summary

The Speech Language Assistant provides assistance to Speech Language Pathologists, teachers and students in need of speech and/or language therapy. This position requires frequent and regular travel to a number of schools and requires a flexible work schedule to accommodate the needs of students. The Speech Language Assistant is supervised by the District Principal, Student Services and receives direction from the Speech Language Pathologist.

Duties and Responsibilities

- Works with students on a one to one or small group basis.
- Assists in the preparation and organization of clinical materials based on knowledge of the principles and methods of speech language therapy, and materials used in the implementation of speech services.
- Provides assistance in language stimulation programs.
- Provides remedial therapy in cases of articulation disorders.
- Implements documented treatment plans for speech and language, programs or protocols developed by the Speech Language Pathologist.
- Records student progress towards meeting established goals and objectives as stated in the treatment plan and reports this information to the supervising Speech Language Pathologist.
- Conducts speech and language screenings as directed by the Speech Language Pathologist.
- Prepares and provides materials and programs for non verbal students as directed by the Speech Language Pathologist.
- Adapts instructional materials to the specific needs of a student or students, such as simplifying instructions or student responses.
- Assists with the informal and formal documentation as directed by the supervising Speech Language Pathologist
- Ensures equipment including voice output devices and switch activated devices are in proper running order
- Assists Education Assistants and teachers in the preparation and on the use of alternative and augmentative communication devices as directed by the Speech Language Pathologist or AAC teacher.
- Acts as a liaison between the school based staff and parents to determine student needs and relay treatment processes under the direction of the Speech Language Pathologist.
- Participates in family conferences, case conferences or professional team conferences and meetings with the supervising Speech Language Pathologist.

- Meets regularly with district Speech Language Pathologists to discuss student progress and therapy implications.
- Cleans, disinfects and washes all therapy equipment and toys
- Maintains, distributes, collects, and tracks inventory (equipment and materials)
- Performs general filing tasks and organizes client files.
- Performs other Speech Language Assistant related or emergent duties.

Equipment Used

Photocopier, audio and video equipment, computer and other classroom related equipment.

Required Knowledge, Ability, Skills

- High School diploma plus a Speech and Language Pathologist Assistant (two year) diploma from a recognized post-secondary program.
- Over six months and up to one year experience working with students requiring speech and/or language therapy.
- An ability to work with minimal supervision.
- Knowledge and experience in augmentative communication
- Working knowledge of computer technology and educational software.
- Good observation, articulation and listening discrimination skills.
- Ability to communicate effectively, both verbally and in writing and an ability to keep accurate notes.
- Ability to perform individually and as part of a team.
- Ability to demonstrate sensitivity toward students with widely varied backgrounds and abilities.
- Flexibility and patience in adapting style of presentation to suit the varied needs of students being served.
- Ability to use courtesy and tact in obtaining and /or handing out information and in dealing with difficult and sensitive situations to gain the co-operation of others.
- Ability to plan, schedule and organize workload effectively.
- A willingness to participate in related training.
- Valid Class 5 driver's license and vehicle and appropriate insurance.

June 16, 2009

Revised: April 29, 2014, November 23, 2016

Speech and Language Assistant