

Jefferson County Education Service District  
295 SE Buff Street  
Madras, OR 97741

Position Title: Speech/Language Pathologist Assistant  
Department: Special Programs  
Reports to: Special Programs Director  
Qualifications: Associates or Bachelor's Degree in Communication  
Board of Examiners of Speech Pathology and Audiology License

**PERFORMANCE FUNCTIONS/RESPONSIBILITIES**

1. Conducts speech language and hearing screenings without interpretations, using screening protocols specified by the supervising Education Services District (ESD) speech/language pathologist (SLP).
2. Provides direct treatment assistance to students identified by the I.E.P. team and follows documented treatment plans and/or protocols specified by the SLP according to the IEP goals and objectives.
3. Reports changes in a student's performance to SLP.
4. Documents student progress by collecting data, without interpretation, towards meeting IEP goals and reports this information to the supervising SLP.
5. Maintains assigned confidential student work folder.
6. Prepares material and assists with other clerical duties.
7. Organize physical space that is conducive to positive, productive student learning.
8. Participates in professional development activities as recommended by the SLP and approved by the Special Programs Director.
9. Maintains confidentiality and respect in all situations, including and not limited to verbal communication, email etc.
10. Attend appropriate staff and IEP meetings as requested.
11. Establish trust and rapport in the working environment and maintain effective working relationships within the school community.
12. Follow the Oregon Administrative Rules for the Ethical Educator, OAR 584-020-0035 and the ASHA scope of practice guidelines.
13. Organizes time effectively.
14. Promotes tolerance, understanding and appreciation of diversity within the school community.
15. Fulfills other related duties as assigned by the supervising speech/language pathologist and Special Programs Director.
16. Other duties as assigned by the Special Programs Director.

**TERMS OF EMPLOYMENT:** 190 days per calendar year. Salary to be according to the current schedule.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation.