Job Title: APPRENTICE IN SPEECH-LANGUAGE PATHOLOGY (ASL)

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:
To facilitate reduction, remediation, or elimination of speech and language impairments which interfere with the individual student's ability to benefit from the District's educational program with support and supervision from assigned SLP Supervisor.

Essential Duties and Responsibilities:
1. Complete screenings to assist the SLP Supervisor with the identification program of students with potential speech/language difficulties.
2. Implement the clinical program for students who have been identified as Speech/Language Impaired, Speech Impaired, and/or students having related disabilities with communication needs (i.e., Intellectually Disabled, Autistic, etc.) under the guidance of the assigned SLP Supervisor.
3. Implement the clinical program appropriate to the students' demonstrated needs with direct and indirect SLP supervision.
4. Comply with State Standards, District Policies, and ASHA Guidelines in the processes of referral, screening and placement with SLP Supervision:
    a. Follow District procedures for screening, pre-intervention and/or referring students needing a speech/language evaluation.
    b. Participate in building committee (e.g., Student Assistance Teams (SAT) School Support Team) in order to provide pre-referral interventions, and screening results.
    c. Cooperate with the Individualized Educational Plan Committee in recommending/planning program services in compliance with State Standards and District Policies with direct SLP Supervision.
5. Use diagnostic information to:
    a. Maintain on-going informal assessment to verify progress toward established goals.
    b. Implement speech/language therapy techniques and methods appropriate to the students; needs.
6. Demonstrate program management skills:
    a. Maintain communication with the building faculty regarding the role of the ASL.
    b. Maintain a physical environment conductive to learning.
    c. Develop work schedule(s), which will fit the needs of the student, school and faculty.
    d. Report to assigned SLP Supervisor, building principal(s) and Assistant Superintendent for Special Services as appropriate.
7. Implement Intervention Programs:
    a. Develop and maintain the instructional component of the IEP according to the results of the evaluation and on-going assessment of progress.
8. *Staff will have 10 business days from the completion of service to enter their Medicaid notes as supervised by the SLP.*
9. Maintain confidentiality with sensitive matters.
10. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
11. Report to work on time and work no less than 7.25 hours per day.
12. Work independently with very little supervision.
13. Other tasks as may be deemed appropriate and necessary by your immediate supervisor.

Supervisory Responsibilities:
None

Qualifications:
1. Bachelor's degree in Communication Disorders or Bachelor's degree in related field with 30 semester hours in Communication Disorders.
2. Enrolled in a Master's Degree program in Speech Language Pathology or Communication Disorders and completes a minimum rate of nine semester hours of graduate courses per year.

APPRENTICE IN SPEECH-LANGUAGE PATHOLOGY (ASL) (CONT'D)

   3. Maintains a minimum of 3.0 GPA in Communication Disorders course work.
   4. Current NM State ASL license for Speech Language Pathology, Audiology and Hearing Aid Dispensing Board.
   5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
   6. Valid Driver's license and Car Insurance.

Physical Requirements:
Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:
Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:
The Apprentice in Speech/Language Pathology shall be assigned a variety of screening and therapy materials, which are to be appropriately stored and accounted for. A reference library, consisting of privately and school owned resources is to be adequately maintained to provide quick and acceptable assistance. All media resources and borrowed material are to be judiciously used, and are to be maintained in a reasonably unsoiled and non-damaged fashion. Must know how to properly operate or be willing to learn to operate multimedia equipment including current technology as needed.

Work Environment:
The Apprentice in Speech/Language Pathology shall be assigned therapy space, amenable to individual and small group consultations. When working with individual students or groups of students (or staff), a reasonably clean and distraction-free area is to be maintained in accordance with the building supervisor; and when possible, such space is to be reserved for testing or therapy on a reasonable weekly schedule. It shall be the duty of the ASL to maintain a travel schedule from one location to another, and to provide timely notices when published schedules cannot be maintained. Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:
Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature   **Printed Name**   **Date**