

JOB DESCRIPTION
Nebo School District

Speech and Language Technician - Bachelor's Level

Purpose Statement

The job of Speech and Language Technician - Bachelor's Level is done for the purpose/s of providing services to students with communication disabilities; under the supervision of the Speech and Language Pathologist, planning and implementing appropriate treatment to minimize adverse impact on student success.

This job reports to the Speech and Language Pathologist

Essential Functions

- Adheres to all district, state, and national regulations as contained in the USOE SLP/SLT handbook and ASHA professional guidelines for the purpose of ensuring that professional practices are followed.
- Assesses students' communication skills (e.g. articulation, fluency, etc.) for the purpose of gathering data for the Speech and Language Pathologist.
- Collaborates with the Speech and Language Pathologist for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Develops treatment plans, interventions and/or educational materials for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements, under the direction of the Speech and Language Pathologist.
- Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information.
- Performs site visits at multiple work sites including home visits for the purpose of providing speech and language techniques/activities and assistance as required.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medicaid billings, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides speech and language techniques to students for the purpose of minimizing the adverse impact of speech and language disorders on student success under the direction of the Speech and Language Pathologist.
- Researches resources and methods (e.g. intervention and treatment techniques, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' needs under the supervision of the Speech and Language Pathologist.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: anatomy and physiology of speech and hearing mechanisms and disorders; principles and practices of speech and language therapy; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to expected work schedule and documenting attendance and leaves; adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Designated Subject Matter Endorsement

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Exempt

Approval Date

Salary Range