

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Speech/Language Pathology Aide**

**Department: Central Office**

**Grade E  
H.P.D. 6.5  
D.P.Y. 196**

**Job Description**

**Date Reviewed: November 2003**

**Reports To: Speech-Language  
Pathologist/  
Special Education  
Director**

**Purpose of Job**

The purpose of this job is to carry out Speech/Language objectives for eligible students and to discuss on-going programs with the Speech/Language Pathologist frequently to maintain a high level of direct Speech/Language services to the students of the Clarksville-Montgomery County School System.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Work under the supervision of and assist Speech Pathologist with instruction of learning goals and objectives as designed in student IEP's.

Consult with the Speech-Language Pathologist frequently to discuss progress, problems, ideas, etc., and to discuss ways of working on the IEP goals and objectives of assigned students.

Responsible for planning activities for each student for their therapy sessions. This may include, but is not limited to, organizing pictures, materials, and setting up computer software. Full access will be provided to materials in the Speech-Language Pathologist's office for use in therapy.

Responsible for recording all the appropriate notes and data on students' activities and progress.

Assist Speech-Language pathologist with compiling information on student progress prior to IEP meetings, for use in preparing progress reports and reviewing IEP objectives.

Responsible for the constant awareness of and attention to the health and safety of students and is familiar with emergency procedures.

Has a working familiarity of student health concerns; i.e., seizures, diets, behavior programs, etc., and to adhere to written procedures on such concerns.

Responsible for compliance with regulations dealing with confidentiality of personally identifiable student information.

Maintains confidentiality of all information concerning students, staff, and parents. Chooses proper time, place, and supervisor to discuss problems.

Is familiar with and properly adheres to school policies and administrative regulations.

Uses positive verbal and non-verbal skills that enhance the learning environment.

Responds to supervisory directives and facilitates a cooperative working climate and setting. Other tasks may be performed as assigned by the Speech/Language Pathologist or Principal.

Has an interest in working with students.

Has the ability to show initiative without close supervision when appropriate.

Conduct Speech-Language screenings (without interpretation) following specified screening protocols developed by the supervising Speech-Language Pathologist.

Directs any questions about therapy services, and IEP goals to the Speech-Language Pathologist.

Is familiar with the proper technique of moving passengers who require lifting and/or physical assistance.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma (or GED) required, with three to six months of experience working with Special Ed students in a classroom setting preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of school machines and office equipment, which includes a computer and peripherals, copy machine, overhead projector, paper cutter, typewriter, adding machine/calculator, telephone, facsimile machine, laminating machine, video cassette recorder/player, television, adaptive equipment as needed per student needs, etc. Must be able to use body members to work, move or carry objects or materials. Requires lower body strength necessary to kneel, stand, and walk throughout the workday. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Must be able to lift a minimum of fifty pounds and carry 100 feet. Physical demand requirements are at levels of those for Medium work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Speech/Language Pathology Aide. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Speech/Language Pathologist Aide.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with equipment. Requires near and far visual acuity.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination. Requires digital finger strength necessary to occasionally type on heavy setting. Requires finger, hand, and arm strength necessary to write on paper, chalkboard, overhead, etc. throughout the workday.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Speech/Language Pathologist Aide.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Requires the verbal stamina to articulate clearly and with appropriate volume throughout the workday. Requires the auditory discrimination sufficient to receive detailed information through normal speech at five feet and warning cries of alarms above normal classroom and playground noise.

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School system and Special Education practices as they pertain to the performance of duties relating to the job of Speech/Language Pathology Aide. Has general knowledge of Special Education practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Possesses good problem solving techniques, imagination, patience, reasoning, creativity, judgment, and analytical abilities. Possesses positive communication skills, both orally and written. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the ability to follow and complete oral and written directions. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**