

Speech Language Pathology Assistant Job Description

Description:

The Speech-Language Pathology Assistant (SLP-A) provides direct and indirect support services to students under the supervision of a licensed and CDE-authorized Speech-Language Pathologist (SLP). The SLP-A implements therapy activities and intervention plans developed by the supervising SLP, collects and documents student performance data, prepares instructional materials, assists with screenings and assessments as permitted, and supports the delivery of high-quality speech and language services that promote student success. The SLP-A works collaboratively with special education staff, educators, students, and families while maintaining compliance with federal, state, and local regulations.

Reporting Relationships:

Reports to: Special Education Coordinator and Director of Instruction

Direct Reports: This is a non-supervisory position.

Direct Student Support:

- Implement speech-language intervention activities and therapy plans developed by the supervising Speech-Language Pathologist.
- Provide individual and small-group speech and language services under the direction and supervision of the supervising SLP.
- Support students in developing communication skills related to articulation, language, fluency, voice, social communication, and other areas identified in the student's Individualized Education Program (IEP).
- Assist with classroom-based interventions and carryover activities designed by the supervising SLP.
- Escort and supervise students to and from therapy sessions as needed.

Data Collection and Documentation:

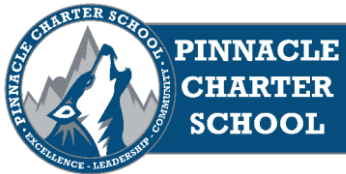
- Collect objective data regarding student performance during therapy sessions.
- Maintain accurate service logs, therapy records, and documentation in accordance with district procedures and state requirements.
- Record student progress toward IEP goals and report data to the supervising SLP.
- Assist the supervising SLP with the preparation of progress monitoring information and documentation.
- Complete Medicaid billing and service documentation as assigned.

Assessment and Program Support:

- Assist the supervising SLP with speech-language assessments and screenings as permitted by Colorado Department of Education regulations and ASHA guidelines.
- Administer screening tools, observational measures, and data collection activities under the direction of the supervising SLP.
- Prepare assessment materials, therapy resources, and instructional supports.
- Organize and maintain therapy materials, records, and equipment.

Collaboration and Professional Responsibilities:

- Collaborate with special education staff, classroom teachers, related service providers, and administrators to support student achievement and communication goals.
- Participate in IEP meetings, team meetings, staff meetings, and professional learning opportunities as directed.



- Maintain confidentiality of student records and information in accordance with FERPA, IDEA, and district policies.
- Demonstrate professionalism, ethical conduct, and adherence to Colorado Department of Education and ASHA standards.
- Support school-wide initiatives and contribute positively to the educational environment.

Additional Duties:

- Participate in professional development activities required by the school and department.
- Maintain regular and punctual attendance.
- Attend school events, meetings, and activities as assigned.
- Perform other duties as assigned by the supervising SLP, Special Education Coordinator, or Director of Instruction.

Education, License, and Requirements:

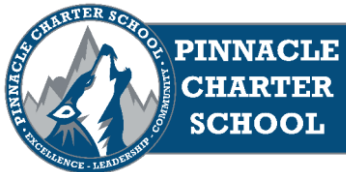
- Must possess a Bachelor's Degree in Speech Pathology, Communication Disorders-Speech Sciences or in any other field with 24 credits in Speech Language Hearing Science.
- Completion of a school speech-language pathology assistant program or equivalent that meets or exceeds recommended guidelines by a national association of speech-language hearing professionals.
- CDE Speech-Language Pathology Assistant Authorization required.
- Completion of a minimum of 100 clock-hours of a school based practicum under the supervision of an ASHA nationally certified SLP. See more at: <https://ed.cde.state.co.us/cdeprof/checklist-initialspeechlanguage>

Preferred Qualifications:

- Experience working with school-age children in educational settings.
- Knowledge of IDEA, IEP procedures, special education documentation, and special education processes.
- Experience utilizing educational technology and electronic special education management systems.

General Abilities, Knowledge, Qualifications, and Skills:

- Support student growth and achievement for the development of the whole child academically, socially, emotionally, and physically.
- Provide assistance to the teacher in the instruction of students.
- Reinforce learning strategies and skills as modeled by the teacher.
- Follow and reinforce classroom management and student behavior expectations set by classroom teacher.
- Ability to collaborate and communicate while appreciating the diverse background of students, parents, peers, and the community.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Commitment to mission and vision of the school.
- Creative and flexible in time of change.
- Demonstrated success as an innovator of creative solutions at work.
- Excellent communication and interpersonal skills.
- Excellent oral and written communication skills, interpersonal skills (conflict management and resolution).
- Excellent organization skills.
- Experience with second language learners.
- Growth-oriented approach; always looking for ways to improve professionally.



- Professional appearance, attitude, and demeanor.

Working Conditions:

Exposure/Noise Level: Occasional exposure to airborne particles, fumes, and outdoor weather conditions. Normal school environment with moderate to high noise level.

Mental Functions: Analyze, collaborate, communicate, compare, compilation of data, compute, coordinate, copy, direct, evaluate, instruct, interpersonal skills, present, report, synthesize.

Physical Activities: Office environment including computer interface. Bend, reach, sit, stand, stoop, talk, walk, and heavy person-to-person interaction with students, parents, peers, and community members.

Weight and Force Demands: Moderate physical activity (lifting, pulling, and pushing up to 25 pounds).

Other: May be required to work outside of normal working hours and travel for work related functions.

Why work for Pinnacle?

As a member of the Pinnacle PACK, you will have the opportunity to be influential every day and make an impact in the lives of our students and our larger community! Our team and school community are diverse and we embrace that diversity as an encouraging, friendly, open, and supportive team and school. We invest in our team members by providing a balanced, growth-oriented, and supportive work environment, while helping you achieve your career goals within and beyond Pinnacle. Additionally, we offer a robust, comprehensive benefits package that includes:

- Medical, dental, vision, basic life insurance and AD&D plans (100% employer paid options for the employee)!
- Participation in the Colorado Public Schools Retirement System PERA (click [HERE](#) to learn more)!
- PERA 401K, 403B, and Roth IRA retirement options!
- Flexible Spending Accounts (FSA) to include Healthcare and Dependent Care!
- Voluntary life insurance for employees and dependents!
- Short and Long Term Disability!
- Colonial add-ons to include accident, critical illness, and hospital plans!
- Employee Assistance Program with up to three free counseling sessions!
- Paid Time Off

If you want to be part of a caring, supportive community and make a difference as part of the Pinnacle PACK, apply now!

About Pinnacle:

Pinnacle Charter School has served the community for more than 20 years. Authorized by the Colorado Charter School Institute, the Pinnacle is a Title I K-12 school supporting more than 2,000 students in achieving excellence in all aspects of their lives. The K-8 building is located at 1001 West 84th Avenue, Federal Heights, CO. The high school is located at 8412 Huron Street, Thornton, CO. For more information visit <https://www.pinnaclecharterschool.org/>.

Applicants must be authorized to work for ANY employer in the U.S. Pinnacle Charter School is unable to sponsor or take over sponsorship of employment visas.

We are an equal opportunity employer committed to a drug free work environment. We participate in E-Verify as part of our onboarding process.

Colorado Residents: In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.