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STATEMENT OF FUNCTIONS AND REPONSIBILITIES

JOB TITLE: Speech Language Pathology Assistant

JOB FUNCTIONS:

- Assist speech-language and hearing screenings (without interpretation)
- Assist with informal documentation as directed by the speech-language pathologist
- Follow documented treatment plans or protocols developed by the supervising speech-language pathologist
- Document patient/client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and report this information to the supervision speech-language pathologist
- Assist the speech-language pathologist during assessment of patients/clients
- Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech-language pathologist
- Perform checks and maintenance of equipment
- Support the supervising speech-language pathologist in research projects, in-service training, and public relations programs
- Assist with departmental operations (scheduling, record keeping, safety/maintenance of supplies and equipment)
- Collect data for monitoring quality improvement
- Exhibit compliance with regulations, reimbursement requirements, and speech-language pathology assistant's job responsibilities

REQUIREMENTS:

EDUCATION: Associates or Bachelor's Degree or has met the equivalency requirements National Speech Language Pathology Assistant Exam and/or Speech Language Pathology Assistant Exam

EXPERIENCE REQUIRED: 1-2 years of experience working with children birth – 5 is preferred but open to train new graduates

I have read and understood the job functions and requirements for the position in which I have been hired:

Authorized Signature: _____ Date: _____