

## **Holy Trinity Roman Catholic Separate School Division No. 22**

**Position Title:**     **Speech-Language Assistant**

**Reports to:**           **Directly:     Speech-Language Pathologist**  
                              **Indirectly:   School Based Administration**

### **General Description:**

The Speech-Language Assistant, under the direction and supervision of the Speech-Language Pathologist, shall perform such duties as are assigned by their specific contract.

The Speech-Language Assistant, under the direction and supervision of the Speech-Language Pathologist share the responsibilities to foster:

1. Academic and personal excellence for special needs students;
2. CORE curriculum, resource-based learning and the adaptive dimensions;
3. Catholic Christian gospel values; in particular, faith, hope, love, service, justice, stewardship and community;
4. A least restrictive learning environment;
5. Parental involvement;
6. Confidentiality of the workplace;
7. Knowledge, skills and attitudes of special needs education; and
8. A positive self concept of special needs students;

### **Required Education, Knowledge, Qualifications and Experience:**

- Possess a Grade 12 education.
- Post-secondary training and education in related area from a recognized institution approved by the Board of Education.

### **Responsibilities and Duties:**

Without restricting the generality of the general description above, the Speech-Language Assistant shall perform such duties and responsibilities as may be assigned including, but not restricted to the following:

1. Be willing to engage in life long learning with respect to training, inservices and courses of study;
2. Conduct oneself in a manner appropriate to an educational institution that provides services to children;
3. Deal tactfully with staff, students, parents and the public;
4. Be knowledgeable and supportive of applicable Board policies;
5. Organize and file a variety of speech/language materials and educational aids;
6. Under the direct supervision of the Speech-Language Pathologist, supervise speech/language activities;
7. Must be able to work independently with individuals or groups of students to deliver programs prescribed by the Speech-Language Pathologist;
8. Must be able to travel to other schools within the division;
9. Preparation of all materials to be used by the speech-language pathology department (ie constructing games, laminating, updating depleted materials, etc.) or other as determined by the Speech-Language Pathologist;

10. Perform, in conjunction with the Speech-Language Pathologist, an inventory of all speech-language material at the end of each school year;
11. Implement stimulation in all areas of speech and language to specific students on a regular basis as determined and demonstrated by the Speech-Language Pathologist;
12. Maintain accurate and detailed therapy log notes on all students;
13. Maintain regular contact with the Speech-Language Pathologist to evaluate caseload and discuss concerns.
14. Perform such other duties and tasks as may be required due to the specialized nature of a students' particular education program.

**Supervision of Staff:**

This position does not involve supervision of staff.

**Judgment, Teamwork, Independence and Client Contact:**

1. At no time should a Speech-Language Assistant discuss in public information pertaining to a student. A Speech-Language Assistant is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct.
2. A Speech-Language Assistant is expected to work independently.
3. A Speech-Language Assistant is expected to work jointly with other staff, teachers and school-based administration on a daily basis.
4. Interaction with students, parents and the public in general are to be cordial and respectful at all times.