

Jordan School District  
LICENSED JOB DESCRIPTION

Job Title: **Speech Language Technician** Lane Placement: Schedule C  
 Department / Location: Schools FLSA Classification: Exempt  
 Supervisor's Title: Principal Contract: 184 or 176 Days  
 Special Education Approval: [Signature] Date: 6/1/17  
 Department Approval: [Signature] Date: 6/1/17  
 ADA Review: [Signature] Date: 6-7-17  
 Human Resource Approval: [Signature] Date: 6-2-17  
 Superintendent Approval: [Signature] Date: 6/12/17  
 Original date: 08/16 Revised: 05/17 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_

**GENERAL FUNCTION**

Under the supervision of the principal, the **Speech-Language Technician (SLT)** will assist and support the speech-language pathologist (SLP), according to state standards, in creating a positive learning environment and developing appropriate educational programs for students with speech-language impairments. Assist with formal/informal assessments or speech, language and hearing screenings but will not interpret the screenings.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Work under the day to day direction of the SLP. Assist with formal/informal assessments or speech, language and hearing screenings but will not interpret the screenings/assessments.
- Assist with data collection and documentation and follow therapy plans and Individual Education Plan (IEP)/Individual Family Service Plan (IFSP) developed by the SLP. Complete therapy logs and document student performance. Assist with paper work for compliance and file maintenance.
- Assist with clerical duties such as scheduling, record keeping, materials preparation and ordering supplies/materials. Inform assigned schools of daily schedule.
- Translate lesson plans into learning experiences to best utilize the available time for instruction.
- Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in therapy settings.
- Communicate with parents through conferences, telephone calls, e-mails, student planners, school website and other means to discuss the student's progress.
- Integrate technology to support student learning.
- May be expected to provide support for individual (Tier III-LRBI Manual) behavior interventions and/or emergency safety interventions for students based on assigned location which includes:
  - **Physical Guidance**-Physically guiding a student through proper motions to complete a task or demonstrate a skill in response to mild resistance that does not pose a risk of danger to self or other, on behalf of the student, while at the same time does not restrict, immobilize or reduce the ability of the student to freely move their torso, arms, legs or head.
  - **Physical Restraint**-Implement an emergency safety intervention where the student's behavior poses an immediate danger to themselves or others. This would include a personal restriction that immobilizes or reduces the ability of an individual to move their arms, legs, body or head.
- Provide and maintain a safe and supportive environment in the therapy room and on the school campus.

- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- May be required to travel to District schools or other locations using own transportation.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department and PLC meetings as required.
- Participate in a reasonable number of faculty committees as requested.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Requires compliance with USBE state license requirements.
- Requires a Bachelor's Degree in from an accredited college or university.
- May be required to complete research-based District trainings on understanding the cycle of crisis and de-escalation strategies (i.e. ASPEN, Mandt, etc.).
- Requires strong oral and written communication skills with students, parents, and staff.
- Knowledge of strategies, techniques, and delivery methods for effective instruction.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.
- May require a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation if position requires travel.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

- Incumbent may be trained to operate a variety of Special Education equipment (e.g. office equipment, therapeutic equipment, adaptive devices, wheelchairs, physical education equipment, medical equipment lifts, language board and electronic communication devices, etc.).

**Physical Requirements – Not limited to the following:**

- Occasional push/pull 100+ pounds, isometric lifting 20 pound static hold (5-8 Min.), single-arm lifting of up to 20 pounds to shoulder level, floor to waist lift up to 75 pounds and awkward lift up to 75 pounds.
- Frequent, continuous standing and sitting (chair and floor), walking, climbing stairs, talking and awkward positions, to/from ground without upper extremity support.
- Occasional balancing on slick surfaces, gripping 50 pounds, pinching 10 pounds, sustained bending, squatting, kneeling, sustained bending, stooping and running.
- Constant hearing, near/far visual acuity and depth perception.
- As determined by the Special Education department, may be required to provide Physical Guidance and/or Physical restraint as outlined in the LRBI Manual.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*