



*Coquille*

School District #8

970 N Central Blvd.

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

**DATE:** February 12, 2024  
**TO:** All Interested Parties  
**FROM:** Rachel Price, Human Resources Director  
**SUBJECT:** Notice of Vacancy - **Internal / External**

**Coquille School District has the following opening for the 24/25 School Year:**

**POSITION:** Speech/Language Pathologist Assistant (SLPA)

**SALARY RANGE:** \$25.12 to \$29.99 per hour, depending on experience, excellent fringe benefits, employer paid retirement (PERS); 8-hours per day 190 days/year

**COMPLETE APPLICATION:**

- 1) Letter of interest
- 2) Classified Application (on-line at):  
<https://coquille.tedk12.com/hire/ViewJob.aspx?JobID=1197>
- 3) Resume
- 4) Letter of Recommendation

**SEND TO:**

Rachel Price  
Coquille School District 8  
970 N Central Blvd.  
Coquille, OR 97423  
Or Email: [rprice@coquille.k12.or.us](mailto:rprice@coquille.k12.or.us)

**CLOSING DATE:** Open Until Filled

**TERMS OF EMPLOYMENT:** Pre-employment drug testing and background check required.

**Coquille School District is an EOE.**

*If you have a disability and need this publication in an alternate form, please contact  
Coquille School District 8, 541-396-2181*

Job Title: **Speech-Language Pathologist Assistant**

Assignment: **District**

Reports to: **Special Education Director & Principal**

Evaluated by: **Special Education  
Director**

**Position Overview:** The Speech-Language Pathologist Assistant (SLPA) is a professional holding a certificate of current licensure from the Oregon State Board of Examiners. The SLPA works under the direction of the Speech-Language Pathologist (SLP) to provide assistance in assessment, therapy, preparation of materials and clerical tasks as specified by the SLP.

### **1. Essential Job Functions:**

- a. Collect/record speech-language samples to be given to the SLP for interpretation.
- b. Record therapy response data for the SLP to interpret.
- c. Document child performance and changes in performance to be given to the SLP for interpretation.
- d. Provide direct therapy according to a plan prescribed, designed and regularly reviewed by the SLP.
- e. Assist the SLP with speech/language/hearing screenings without interpreting the information gathered.
- f. Prepare therapy materials.
- g. Schedule therapy-related activities and appointments.
- h. Sign and initial treatment logs with co-signature of the SLP.
- i. Complete and sign third party billing reports (private and Oregon Health Plan) with co-signature of the SLP in a timely manner and in accordance with Coquille procedures and state laws.
- j. Comply with HIPPA and FERPA regulations.
- k. Participate in professional research projects and in-service trainings as necessary.
- l. Perform other work-related duties as assigned by SLP.
- m. Comply with special education and Coquille School District rules and policies.
- n. Perform physical requirement unaided or with the assistance of reasonable accommodation.
- o. Perform other duties as assigned.

### **2. Other Job Functions:**

- a) Participates in in-service and professional development activities.
- b) Assists in the assessment of building level needs and the planning required to meet those needs.
- c) Attends meetings and serves on committees as assigned or directed (or if individual volunteers).
- d) Sets and carries out goals each year.

### 3. Qualifications:

- a. Minimum of a Certificate for Speech-Language Pathology Assistance.
- b. Knowledge of child development, developmental disabilities and knowledge/experience pertinent to the area of communication disorders.
- c. Commitment to learn techniques, procedures and routines quickly, follow oral and written instructions rapidly and accurately and follow the directives of the supervising SLP.
- d. Excellent written and verbal communication skills and an ability to establish effective working relationships with staff as well as with the children and families served.
- e. Must have access to reliable transportation.
- f. Possession of a valid Oregon Driver's License and a safe driving record.
- g. Obtain a First Aid certification within sixty (60) days of employment.

### 4. Physical Requirements:

In an eight-hour day, employee may

- |                                      |              |                               |
|--------------------------------------|--------------|-------------------------------|
| a) Stand/Walk                        | 7-8 Hours    |                               |
| b) Drive                             | 1-2 Hours    |                               |
| c) Sit                               | 1-2 Hours    |                               |
| d) Stoop/Squat/Bend                  | 1-2 Hours    |                               |
| e) Lift/Carry                        | 1-2 Hours    | Up to a weight of Over 50 lbs |
| f) Climb Stairs                      | Occasionally |                               |
| g) Use hands for repetitive motions  | Frequently   |                               |
| h) Use feet for repetitive movements | Occasionally |                               |

**Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.**

This job description, created December 2018, supersedes all prior descriptions for this position.

**I have reviewed this Job Description and understand the contents.**

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Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.
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