

# ***Aide - Speech & Language Pathologist (SLP) – Part-Time***



**Position Type:**  
Student Services

**Date Posted:**  
08/27/2025

**Location:**  
MOESC

**Date Available: Until Filled**

**Title:** SLP Aide  
**Reports To:** Director of Student Services  
**Employment Status:** Part-Time  
**Days:** Part-Time (Monday – Friday – Daytime)  
**FLSA:** Non-Exempt

## **GENERAL DESCRIPTION**

Assist licensed Speech-Language Pathologists (SLPs) in supporting students with speech and language disorders by performing designated tasks under direct supervision, in compliance with the Ohio Speech and Hearing Professionals Board regulations.

## **REQUIRED QUALIFICATIONS**

- High school diploma or equivalent.
- Valid Ohio Department of Education Educational Aide Permit.
- Meets all mandated health requirements (e.g., negative tuberculosis test).
- Clear criminal record, complying with drug-free workplace rules and board policies.
- Ability to physically assist students as needed.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and adhere to ethical guidelines

## **ESSENTIAL FUNCTIONS/SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Assist the SLP in preparing materials and setting up equipment for therapy sessions.
- Document student performance during therapy sessions for review by the SLP.
- Maintain and organize student records, ensuring accuracy and confidentiality.
- Schedule appointments and manage the SLP's calendar as directed.
- Assist with clerical duties such as photocopying, filing, and data entry related to speech-language services.
- Observe and report any changes in a student's performance or behavior to the supervising SLP.
- Participate in training sessions and professional development opportunities as required.
- Comply with all Mid-Ohio Educational Service Center policies and procedures
- All other duties as assigned

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Regular interaction with students, staff, and occasionally parents
- Physical abilities include stooping, standing, squatting, bending, reaching, pushing, and pulling, standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms
- Work requires handling average weight materials or equipment (up to 25 pounds), but not for sustained periods
- Operate standard office equipment including computers, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required

### **EVALUATION**

Performance of this job will be evaluated by the Director of Student Services according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***

