# Speech-Language Pathology Assistant Duties at the Therapy Lab of OC

# Implement treatment plans or protocols as directed by speech-language pathologists.

# Perform support duties, such as preparing materials, keeping records, maintaining supplies, and scheduling activities. Notes must be completed by Friday for all clients.

# Collect and compile data to document clients’ performance or assess program quality.

# Select or prepare speech-language instructional materials.

# Test or maintain equipment to ensure correct performance.

* SOAP notes must be completed by the end of the week, or Friday evening at the latest.
* Timecards must be submitted on the 1st and 16th of each month. If late, there may be a delay in payment.