



For the future of every student

CLASS TITLE: CERTIFIED SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the general supervision of the school principal or designee, and daily direction of a certificated Speech/Language Pathologist, assists in providing authorized and appropriate services for students identified as having special needs in the area of speech and language communication such as developing pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. Employees in this classification receive general supervision within a standard framework of policies and procedures. This classification is under the direction of the Executive Director and/or Assistant Director of Special Education, and is established to provide educationally related speech therapy services according to students' Individualized Education Programs.

REPRESENTATIVE DUTIES

ESSENTIAL FUNCTIONS:

Travel to assigned schools to assist Speech/Language Pathologists with assessing and remediating speech and language handicapped students according to an established schedule; follows and implements therapy plans providing direct treatment assistance to students under the supervision of a Speech/Language Pathologist.

Assist in data collection, planning and assessing appropriate interventions services for identified students.

Provide assistance in language development instruction to individuals or small groups students, reinforcing instruction by the Speech/Language Pathologist; adapts or modifies instructional materials and /or equipment, as determined by student needs and abilities, for teacher use in the classroom.

Assist in selecting and preparing appropriate materials and activities for individual students; assist in administering tests and assist in grading as directed; confer with Speech/Language Pathologists concerning tests and materials to meet student needs.

Assist Speech/Language Pathologist by making telephone calls and attending parent-teacher conferences and meetings.

Perform a variety of clerical duties including duplicating, filing and maintaining various records and reports; schedule activities, prepares charts, records, graphs, or otherwise display student performance data; operate various office equipment including telephone and copier.

Assist students by providing proper examples, emotional support, a friendly attitude and general guidance; maintain a facilitating environment for assigned tasks.

Ensure the health and safety of students by following all health and safety rules; conduct general clean-up of work site.

Conduct speech-language screening, without interpretation, and using screening protocols developed by the supervising Speech/Language Pathologist.

Follow and implement documented treatment plans or protocols developed by the supervising Speech/Language Pathologist.

Document student progress toward meeting established objectives, and report the information to a supervising Speech/Language Pathologist.

Perform checks and maintenance of equipment, including, but not limited to, augmentative communication devices.

Deal effectively with behaviors of students.

Maintain student performance documentation; assists with informal documentation.

Assist with research projects, in-service training, and family or community education.

Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Language and articulation development, disorders, and rehabilitation

Normal speech, language, and hearing development

Clinical methods and procedures

Human anatomy and physiology

Clinical methods and procedures

Child behavior and behavior modification

Correct English usage, grammar, punctuation spelling and vocabulary

Specialized communication systems and devices

Record keeping techniques

Personal computers and software, including word processing and educational software

Sufficient human relations skills to work productively, and achieve and maintain trust and cooperation with supervisors, teachers, colleagues and students in formal and informal settings.

ABILITY TO:

Use a variety of modern methods, techniques and practices in speech/language and hearing pathology.

Understand the unique differences and needs of handicapped students and their parents.

Relate positively to students in a teaching/learning environment in a way that builds confidence, recognizes and works on learning disabilities and barriers.

Participate in the IEP team process.

Properly use and care for the materials, supplies and equipment and fit adaptive devices.

Assist with the required therapy of assigned students

Perform simple math calculations to compile reports.

Maintain accurate records and status reports.

Recall facts, figures, names, faces, and information.

Complete tasks in a timely manner.

Interact successfully with parents, students, supervisors, school staff, and community agency representatives.

Use good judgment in making independent decisions to respond to student requests and needs.

Select appropriate techniques to be used with students.

Understand and carry out oral and written directions

Establish and maintain effective relationships with those contacted in the course of work
Communicate effectively orally and in writing
Demonstrate an understanding, patient and receptive attitude toward students with special needs.
Use good judgment in making independent decisions to respond to student needs and selecting appropriate techniques to be used with students.
Work well with students from diverse cultural, economic and ability backgrounds.
Operate a variety of office and classroom machines and equipment, such as computers and related software, copy and fax machines, calculators, telephones, etc.
Maintain confidentiality of privileged information obtained in the course of work.
Maintain regular and consistent attendance.
Travel to multiple sites within the work day and optimize a work schedule that may involve multiple locations.

EDUCATION AND EXPERIENCE:

Requires an Associate's degree in a speech-language pathology assistant program. Paid or volunteer experience in speech/language or special education related areas preferred.

LICENSE AND OTHER REQUIREMENTS:

Requires valid certification as a Speech-Language Pathology Assistant through the State of California.
Requires a valid California driver's license.
Some positions in this classification may require the ability to fluently speak, read, and write a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.
Seeing to monitor student progress and read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist students.
Reaching overhead, above the shoulders and horizontally.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling heavy objects as assigned by the position.

Approved by Personnel Commission: 06/15/2005
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