



Classification Specification

SPEECH/LANGUAGE PATHOLOGY ASSISTANT

Department:	Special Education
Reports To:	Certificated Speech and Language Pathologist
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Assist a Speech and Language Pathologist in providing speech therapy services to identified students at various assigned school sites in accordance with Individualized Education Program (IEP) goals; provide activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; work with students who have severe speech/language disorders, as well as students who may have physical and emotional disabilities; assist with data collection and documentation of student therapy progress; perform related work as required.

Essential Duties and Responsibilities:

- Assist a Speech and Language Pathologist in the assessment of student communication skills, without interpretation of results; assist with conducting speech language screenings using appropriate prescribed techniques and devices; prepare therapy materials and/or equipment for use in classroom and therapy activities.
- Follow documented therapy plans; assist with maintaining informal documentation, including logs and notes to document student progress.
- Adapt or modify instructional materials and equipment, as determined by student needs and abilities, for teacher use in the classroom.
- Ensure the health and safety of students in the classroom and other learning environments by following health and safety practices and procedures.
- Communicate with teachers and other members of the instructional team regarding assigned students' daily progress and to make sure that the students' goals are met and to discuss any concerns.
- Develop and prepare instructional lesson plans and testing materials for speech therapy sessions, intervention services, and assessments.

- Perform a variety of clerical duties in support such as preparing, typing, duplicating, and filing materials; type and input data to create examinations, teaching materials, and to document student progress
- Schedule activities, prepares charts, records, graphs, or otherwise displays student performance data.
- Perform checks and maintenance on augmentative communication devices and equipment.
- Oversee and supervise students during classroom activities; effectively handle behaviors of students.
- Maintain discipline in the absence of the teacher.
- Operate a variety of classroom and office equipment a computer and assigned software.
- Drive a vehicle to various sites to conduct work.
- May participate in research projects and in-service trainings.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Speech and language equipment, materials, and procedures.
- Speech and language development in children, learning processes in children, articulation, disorders and remediation, acquired disorders and remediation, second language acquisition hearing disorders and aural rehabilitation and cultural patterns of speech.
- Student behavior management and motivation techniques and strategies.
- Basic Speech and Language pathology clinical methods and procedures.
- General topics studied in the school setting.
- Needs and concerns of students with special needs and other learning disabilities.
- Student behavior and developmental characteristics.
- Human anatomy and physiology.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping techniques.

Ability to:

- Assist a Speech and Language Pathologist in reinforcing instruction and therapy to individual students with speech-language disorders.
- Assist students with completing exercises, drills and assignments designed to enhance speech, language, and articulation.
- Assist students with meeting IEP goals and objectives.
- Monitor, observe, and report student behavior and progress according to approved policies and procedures.
- Demonstrate an understanding, patient, and receptive attitude toward special education students.
- Perform a variety of clerical duties, including typing, filing, and duplicating materials.
- Operate standard office and classroom equipment, including a computer and assigned software.

- Operate augmentative communication devices and equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Maintain various records related to work performed.
- Perform simple math calculations to compile reports.
- Recall facts, figures, names, faces, and information.
- Work independently, to carry out IEP goals and lesson plans.
- Meet accuracy and productivity requirements to perform the required tasks of this position.
- Maintain confidentiality of sensitive or privileged information.

Education: Associate's degree in a related field from an accredited college or university.

Experience: Six (6) months of paid or volunteer experience in a Speech-Language Pathology Assistant program. (Proof of registration will be required in order to pass probation)

Licenses, Certifications, and other requirements:

- Valid California Speech Language Pathologist Assistant License.
- Proof of current and valid Tuberculosis screening.
- Valid Class C California driver's license.

Desirable Qualifications:

- Bachelor's degree in speech language pathology or communication disorders or a related field from an accredited college or university is desirable, but not required.

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/classroom work environment.
- Driving a vehicle to conduct work.
- Fast-paced work environment with changing priorities.

Physical Demands: 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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Work sitting at a desk or table.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Operate computers and other office equipment.
- The employee may be frequently required to: stand and/or walk for extended periods of time; bend, stoop, kneel and reach in all directions.
- The employee may occasionally be required to: lift and/or move objects up to 25 lbs. in weight.

- Operate office equipment.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.