



Classified Job Description
Board Approved: June 28, 2017

Position Title:	SPECIAL EDUCATION SPEECH AND LANGUAGE PATHOLOGY ASSISTANT
Contract Term:	9 months per year
Salary Range:	29

GENERAL DEFINITION:

Under general direction, assists in providing speech and language therapy services and assessments to students with communication disorders; follows documented treatment plans developed by credentialed Speech and Language Therapist; performs related duties as assigned.

UNDER SUPERVISION OF:

Director of Special Education

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides speech therapy services as directed and developed by a certificated therapist;
2. Assists the therapist in assessment of student communication skills;
3. Conducts speech-language screenings using a variety of tools and protocols;
4. Provides direct treatment assistance to eligible students;
5. Prepares therapy materials and/or equipment for use in classroom and therapy activities;
6. compiles, maintains and files records and documents concerning student progress toward meeting goals outlined in IEPs (Individual Education Program), and reports this information to the supervising therapist;
7. Assists therapist in planning and development of schedules, materials and activities;
8. Routinely checks and maintains the performance of communication devices and equipment;
9. Attends program related meetings, trainings and workshops;
10. Assists with departmental operations such as scheduling activities and preparing charts, records, graphs and other displays of student performance;
11. Collects data for quality improvement;
12. May travel between schools district wide to conduct therapy sessions; provides assistance to educational staff when needed;
13. Attends meetings with professionals, parents and various service providers;
14. Complies with federal and state law, Board of Education rules and California Speech-Language Pathology and Audiology Board regulations.
15. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
16. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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.

OTHER SKILLS AND ABILITIES:

Knowledge of laws, rules and regulations applicable to providing speech and language therapy services; speech and language therapy theories and practices; general techniques for working with groups and individuals with hearing, speech, language, cognitive, voice or articulation disorders; communication equipment and procedures; Speech and language development in children, including articulation development and learning patterns in student behavior; behavior management strategies; correct English usage, spelling, grammar, and punctuation; interpersonal skills using tact, patience and courtesy; basic math skills, record keeping and record management practices; District-wide and departmental educational goals and objectives; personal computer hardware and software, including word processing, learning and educational software, and specialized communication devices and systems; modern office procedures, practices and equipment.

Ability to communicate effectively both verbally and in writing and to understand and follow oral and written instruction; to use specialized communication systems and equipment; to compile program reports and to establish and maintain records; communicate to exchange information in person and on the telephone; hearing and speaking to model clear English speech; prepare and inspect documents and other written materials; operate office and communication equipment requiring repetitive hand movement and fine coordination; remain in a stationary position for extended periods of time.

EDUCATION AND/OR EXPERIENCE:

Associate degree from a speech-language pathology assistant program; one year experience as a speech aide or assistant is preferred. Must possess valid registration as a Speech-Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board.

CERTIFICATES AND LICENSES:

Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

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 job accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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. The noise level in the work environment may be moderate to loud.

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 the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.