

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SPEECH & LANGUAGE PATHOLOGY ASSISTANT

DEFINITION:

Under the direction of the Principal and Speech & Language Pathologist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; assist with data collection and documentation of student therapy progress; perform a variety of duties in support of student case management services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the direct and indirect supervision of a Speech & Language Pathologist, provide direct speech and/or language treatment services to assigned students according to IEP goals and treatment plans.
- Follow the implemented or documented treatment plans/IEPs developed by the supervising Speech & Language Pathologist.
- Create, adapt or modify instructional materials and lesson plans for speech therapy sessions, intervention services and assessments including picture cards, worksheets and audio equipment.
- Assist the Speech & Language Pathologist during assessments of students' abilities in articulation, language, voice, and fluency.
- Assist with the implementation of IEP goals and objectives for assigned students.
- Conduct speech-language screenings without interpretation, as directed by the Speech & Language Pathologist.
- Collect data and document students' progress toward IEP goals and objectives by preparing charts, records, graphs, or other means of documentation.
- Develop and assist in coordinating student caseload scheduling.
- Perform checks, maintain and troubleshoot alternative and augmentative communication (AAC) devices and equipment.
- Operate a variety of office equipment, a computer and assigned software; drive a vehicle to conduct work.
- Operate a variety of therapeutic equipment and devices including augmentative communication (AAC) and speech & language therapy devices and materials as needed.
- Observe and control behavior and interaction of students according to approved procedures; assist in shaping student's behavior through positive reinforcement and other strategies.
- Assure the health and safety of students in the classroom and other learning environments by following health and safety practices and procedures.
- Attend and participate in meetings, conferences and in-service trainings as assigned; drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree from a Speech and Language Pathology Assistant program and six months of paid or volunteer experience in a Speech and Language Pathology Assistant program.

Licenses and other Requirements

- Valid California Speech Language Pathology Assistant (SLPA) license.
- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Bachelor's degree in speech & language pathology or communicative disorders.
- Some experience working with school age children in an organization setting or learning environment.

Knowledge of:

- Practices, terminology and techniques involved in the assessment and treatment of speech-language disorders.
- Human anatomy and physiology, normal speech, language, and hearing development.
- Language disorders and rehabilitation, articulation disorders and rehabilitation.
- Acquired disorders and rehabilitation, clinical methods and procedures, hearing disorders and aural rehabilitation.
- Adapt to different therapy environments, student ages and abilities.
- ASHA code of Ethics.
- Child growth, development, and behavior.
- Applicable laws, codes, regulations, policies and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping procedures and practices.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills
- Operation of a variety of office equipment, a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Under the direct and indirect supervision of a Speech & Language Pathologist, provide educationally related speech therapy services to assigned students.
- Under direction of a Speech & Language Pathologist, plan and prepare direct therapy sessions that align with students IEP and speech & language goals.
- Conduct speech & language screenings, without interpretation, and using screening protocols developed by the supervising Speech & Language Pathologist.
- Collect, record, and report data related to student treatment, progress and IEP goals.
- Utilize therapeutic equipment and devices as needed.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Follow written and oral instructions.
- Prepare and maintain of a variety of reports, records and files.

WORKING CONDITIONS:

Work Environment:

Speech & Language Pathology Assistant

- Indoor/Classroom environment.
- Driving a vehicle to conduct work.

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 individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to monitor children and to view and read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, stooping, reaching, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and or pulling moderately heavy objects.

Hazards:

- Potential contact with dissatisfied or abusive individuals.

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.

Cabinet Approved: 6/27/06

Unit Approved: 7/5/06

Board Approved: 8/14/06

FLSA Status: Non Exempt