

SPEECH/LANGUAGE ASSISTANT

CLASSIFICATION: Classified

JOB SUMMARY: Under direct or indirect supervision of a credentialed or licensed Speech/Language Teacher assist or facilitate in the treatment and evaluation of speech or language identified students; perform a variety of assistant tasks and other related work as assigned.

ESSENTIAL DUTIES:

- Assist or facilitate in the speech or language evaluation of students
- Assist in providing speech therapy services for identified students
- Treat identified students following the treatment plan developed by the Speech/Language Teacher
- Assist in directing student treatment activities and maintain a proper learning environment
- Assist with the preparation and administration of treatment materials

OTHER DUTIES:

- Monitor and assist in evaluating student progress
- Perform a variety of record keeping and clerical assistance tasks

EMPLOYMENT STANDARDS:

- **Knowledge of:** Speech and language development theories and practices; language articulation and hearing disorders; general methods and techniques of individual and group speech therapy; principles of child development and behavior; laws, rules and regulations related to assigned program and activities; operation and maintenance of augmentative communication devices and equipment; record keeping procedures and practices; operation of office methods, supplies and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; proper methods of lifting and positioning students in and out of orthopedic equipment.
- **Ability to:** Assist in providing speech therapy services for identified students; assist with conducting speech/language and hearing screenings; monitor and assist in evaluating student progress; perform a variety of record keeping and clerical assistance tasks; speak and write clearly and effectively; follow oral and written directions; operate a computer terminal and its applications; work cooperatively and effectively with students, parents, and school staff in a variety of situations.
- **Physical Effort/Working Environment:** Moderate to heavy physical effort; frequent standing, walking, lifting, bending; willingness to clean up bodily fluids; indoor work environment. A pre-placement physical examination may be required.

- **Licenses and Certifications:** Possession of a valid State Speech/Language Assistant Certificate is required. CPR and First Aid Certificates required. A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education:** Completion of a two-year college certification program designed for Speech/Language Assistants or equivalent course of study, approved by the Speech/Language Pathology and Audiology Board.
- **Required under No Child Left Behind Act of 2001** – One of the following:
 - Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.