

CENTRAL SCHOOL DISTRICT

Job Title: Speech-Language Pathology Assistant

Occupational Group: Instructional

Reports to: Site Principal or Designee

Pay Range: 32

Date of Board Approval: 7/18/2021

Work Year: 10 months

DEFINITION

Under the direct supervision of the site administrator and direction of a licensed or credentialed Speech-Language Pathologist at the site(s) of assignment, to assist and support in providing educational services and therapy to students with speech-language disorders and as prescribed by the Individual Educational Plan (IEP); and to do related work as required.

QUALIFICATIONS

Education/Certification:

- An Associates degree in and/or graduation from a speech-language pathology assistant program or completion of 50% of the number of units toward a Bachelor's degree in speech-language pathology which includes completion of the speech and language courses required for a speech and language pathology certificate including required hours of field experience supervised by an American Speech and Hearing Association (ASHA) certified speech language pathologist.
- Possession of a valid California Motor Vehicle Operator's License and insurability by the District's liability insurance carrier.
- Possesses a current Speech Language Pathology Assistant (SLPA) license through Dispensary Board.
- Department of Justice clearance
- Current TB test with screening every 4 years to remain up to date

Experience:

- Prior experience working with children is desirable.

Knowledge and Abilities:

Knowledge of:

Speech and language pathology equipment, materials and procedures; typical developed speech, language and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation; hearing disorders and aural rehabilitation; basic communication skills; learning patterns in children; basic instructional techniques; student behavior management techniques and strategies; learning problems of children with special education needs; English usage, punctuation, spelling, grammar and math; routine recordkeeping; laws and education codes affecting special education .

Ability to:

Understand and carry out oral and written directions, including intervention plans; effectively and tactfully communicate in both oral and written forms; learn and utilize current speech and language methods and procedures used in an instructional setting; utilize specialized communication systems and devices; select, prepare, and present materials effectively; assist in the education program of assigned student(s); maintain student performance documentation; work independently with minimal instruction; ability to problem solve, be flexible and adjust assignments on short notice; operate standard office equipment including copy machines, calculators, and personal computers utilizing word processing, learning and educational software; demonstrate an understanding, patient, and receptive attitude toward children; establish and maintain a cooperative and effective working relationship with students and other staff; model communication and interaction that respects and includes all individuals and their languages, abilities, religions and cultures.

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ESSENTIAL - No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Assist Speech-Language Pathologists during assessment of students. **E**
2. Follow documented treatment plans or protocols. **E**
3. Assist Speech-Language Pathologists with prescribed therapy by working with and tutoring individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills. **E**
4. Assist in documenting and maintaining student records, tallying data and preparing charts, records, graphs and reports. **E**
5. Assist instructional staff with implementation of IEP goals and objectives. **E**
6. Adapt or modify instructional materials as determined by students' needs for teacher use in the classroom. **E**
7. Document students' progress towards meeting IEP goals and objectives. **E**
8. Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements and creating an orderly and clean classroom environment. **E**
9. Implement behavior management programs for students as designed by certificated staff, observe and report significant student behavior, behavioral patterns and/or other problems to the teacher, assist in maintaining appropriate behavior in the classroom and between classroom activities. **E**
10. Prepare learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices; report necessary maintenance as needed. **E**
11. May assist with research projects, staff training, and family or community education programs
12. Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling and laminating as needed. **E**
13. Perform a variety of classroom related clerical work such as sorting, filing, record keeping, establishing and maintaining files, record attendance, completing forms, etc. **E**
14. Perform related duties as assigned.

WORKING CONDITIONS

Classroom environment, both indoor and outdoor; possible exposure to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Dexterity of hands and fingers to operate modern office equipment; sitting or standing for extended periods of time; bending at waist, kneeling or crouching; seeing to read a variety of materials; hearing and speaking to exchange information; reaching overhead, above shoulders and horizontally; ability to lift up to 40 lbs.; physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual and regular attendance.