

SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**Schedule 5 – 12.0****DEFINITION**

Under supervision of the Director of Student Services, and the general supervision of the Speech Pathologist, assists in providing instruction to special education students in the area of speech and language in accordance with the Individualized Education Program (IEP), to perform duties in support of case management of services for students and maintain records and documentation of students; and do other related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The Speech and Language Pathology Assistant – assist in providing speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech Pathologist for students in Preschool-8th grade; assist instructional personnel in the implementation of individual education plans; assist with conducting speech-language screenings; assist in providing Response to Intervention groups for students identified through speech-language screenings; document progress towards IEP goals and objectives by preparing records, charts, and other means of documentation; assist in development of IEP goals and objectives; perform a variety of clerical duties including maintaining records and files pertaining to assigned students; prepare classroom and therapy materials and modifies instructional materials as determined by student need; implement the use of augmentative communication devices and equipment; attend meetings, workshops and trainings to keep current on developments in the area of Speech and Language Pathology; perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Correct English usage, spelling, grammar and punctuation;
2. Knowledge of Speech/Language development;
3. Language development and hearing disorders;
4. Appropriate management of student behavior
5. Knowledge of school policies and practices;
6. Work and communicate effectively with parents, students, and staff members;

Ability to:

1. Establish and maintain cooperative, effective working relationships with adults and children.
2. Work with children having mild to severe learning and/or physical disabilities.
3. Attend to hygiene and physical needs of students.
4. Understand and follow oral and written directions.
5. Must be able to observe confidentiality of records and situations.
6. Exercise good judgement and react with flexibility, creativity and sensitivity to changing situations and needs.

7. Must possess a positive attitude towards children, families, community members and staff.

Education and Licensure:

1. AA degree from a speech-language pathology assistant program.
2. Registration as a Speech-Language Pathology assistant with the State of California, upon employment and to be maintained during employment.
3. A valid California driver's license and auto liability insurance.

PHYSICAL REQUIREMENTS

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|---------------|-----------------|------------------|----------------|
| 1. Seldom | = Less than 25% | 3. Often | =51% - 75% |
| 2. Occasional | = 25% - 50% | 4. Very Frequent | =76% and above |

- 4 a. Ability to work at a desk, conference table, or in meetings of various configurations
Ability to stand and circulate for extended periods of time and ascend and descend
- 2 b. steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
Ability to communicate so others will be able to clearly understand a normal
- 4 e. conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

TERMS OF EMPLOYMENT

1. 180 work days annually
2. DOJ fingerprint clearance and current TB clearance

Adopted: August 14, 2018