

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: SPEECH-LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the general direction of the Assistant Superintendent, Educational Services, or designee, assist a certificated Language Speech Pathologist or Specialist in providing instruction to individual or small groups of students in the specific area of speech and language communication; use of augmentative communication devices and systems; provide activities designed to develop pre-language and language skills, oral-motor control for speech production, and vocalization; perform a variety of research, documentation and clerical duties as assigned. The Speech-Language Pathology Assistant works with students who have severe speech and language disorders as well as physical and emotional disabilities.

REPRESENTATIVE DUTIES:

1. Provide direct therapy and follow documented treatment plans or protocols as directed by the teacher and/or Speech and Language Pathologist; direct group activities of students as assigned; conduct speech-language screenings.
2. Document student performance, such as tallying data; preparing charts, records, graphs, and reports.
3. Assist the Speech and Language Pathologist during assessments.
4. Perform checks and maintenance of specialized equipment.
5. Respond to emergency situations involving students and student behavior on a routine basis.
6. Assist instructional personnel in the implementation of Individual Educational Plans (IEPs); confer, as needed, with teachers concerning programs and materials to meet student needs.
7. Assist with research projects and in-service training programs; participate in meetings and inservice training programs as assigned.
8. Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
9. Assure the health and safety of students by following all health and safety rules.
10. Perform other related duties as assigned.

KNOWLEDGES AND ABILITIES:

KNOWLEDGE OF:

Speech-language pathology procedures, materials and equipment

Child guidance principles and practices, especially as they relate to children with speech and language needs

Basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading

Safe practices in classroom and playground activities

Correct English usage, grammar, spelling, punctuation and vocabulary

Reading, writing, and oral communication skills

Speech and Language Pathology Assistant (continued)

Interpersonal relations skills using tact, patience and courtesy
Record-keeping techniques
Hearing disorders and aural rehabilitation; articulation disorders and rehabilitation

ABILITY TO:

Utilize specialized communication systems and devices
Learn and utilize current speech-language methods and procedures to be followed in an instructional situation
Perform clerical duties such as filing, duplicating and maintaining simple records
Print and write legibly
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions, including intervention plans
Communicate effectively orally and in writing with children and adults
Read, interpret and follow rules, regulations, policies and procedures
Establish and maintain effective working relationships with others
Work confidentially with discretion
Understand the exceptional needs of speech and language students
Supervise and discipline students according to approved policies and procedures
Operate instructional and office equipment
Assist with the instructional and related activities of a speech and language learning environment
Learn the procedures, functions and limitation of assigned duties

EDUCATION AND EXPERIENCE:

Associate of Arts Degree in the area of speech-language; State licensure as a speech-language pathology assistant is highly desirable.

WORKING CONDITIONS:

School environment which includes standing, walking, sitting, running, kneeling, squatting, crawling, stooping and bending; lift, carry, push or pull up to 50 lbs., duties may include activities which involve repetitive use of hands, arms or shoulder and twisting or pressure involving wrists or hands and working with arms above shoulder level; give student direction requiring clear speaking, the ability to hear normal voice conversation, color vision, peripheral vision, depth perception and the ability to adjust focus; exposed to minor contagious illnesses (e.g. colds, flu); may require pushing a wheelchair or assisting student with a walker or other mobility device.

SALARY RANGE: 67

ADOPTED BY PERSONNEL COMMISSION: December 14, 2005
ADOPTED BY BOARD OF EDUCATION: January 17, 2006