

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **SPEECH-LANGUAGE PATHOLOGY ASSISTANT**  
Department: Special Education  
Reports to: Director of Special Education or Designee

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#### **SUMMARY:**

The Speech-Language Pathology Assistant works under the direct supervision of the Director of Special Education and the general direction of the licensed/credentialed Speech-Language Pathologist. Under general supervision, assists in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Provides direct therapy and follows documented treatment plans or protocols.
- \* Documents student performance such as tallying data; prepares charts, records, and graphs and reports information.
- \* Assists the Speech-Language Pathologist during assessment of students.
- \* Assists with documentation as directed.
- \* Assists with clerical duties such as preparing materials and scheduling activities.
- \* Performs checks and maintenance of equipment.
- \* Assists instructional personnel in the implementation of Individual Educational Plans (IEPs).
- \* Assists with departmental operations such as scheduling, record-keeping, safety/maintenance of supplies and equipment.
- \* Collects data for quality improvement.
- \* Exhibits compliance with state and federal regulations.
- \* Performs other related duties as directed; may be required to give and receive information in a second language in addition to English.

#### **KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of Speech-Language Pathology equipment, materials, and procedures, Language development in children; articulation development; learning patterns in children. Knowledge of student behavior management techniques and strategies, English usage, punctuation, spelling, and grammar; basic arithmetical concepts; simple record keeping and record management. Public education goals and objectives. Knowledge of learning problems of children with special educational needs. Personal computers and software, including word processing, learning and educational software, augmentative communication devices and systems.

Ability to assist Speech-Language Pathologist in assigned tasks, select prepares and presents materials effectively. Utilize specialized communication systems and devices. Assist in the educational program of assigned student(s). Communicate satisfactorily orally and in written form; demonstrate an understanding, patient, and receptive attitude toward children; learn and utilize current speech-language methods and procedures to be followed in an instructional setting; establish and maintain a cooperative and effective working relationship with children and adults; perform clerical tasks and operate office machines.

Optional second language requirement: some positions in this classification may require the ability to speak, read, and write a second language in addition to English.

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**EDUCATION and/or EXPERIENCE**

Associate degree and/or graduation from a speech-language pathology assistant certified program or a Bachelor's degree in speech-language pathology. Training and experience that is recognized by the state licensing board. Valid speech-language pathology assistant license and valid California driver's license.

**PHYSICAL DEMANDS**

Position requires normal physical strength and endurance for standing, sitting, bending, or walking. Work assignments are normally located in a work environment with light physical work and require light physical effort. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

**REASONING ABILITY**

Ability to move to various classrooms, sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, ability to write and operate typewriter or business machines. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

***The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***