
BRIEF DESCRIPTION OF POSITION

Under the supervision of the assigned administrator and the direction of a Speech-Language Pathologist with a supervision certificate from the Speech-Language Pathology and Audiology Board, assists with the assessment and remediation of students referred to the Speech-Language Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides students with therapeutic treatments and assistance
- Maintains detailed records and documentation of students' progress
- Assists Speech and Language Pathologist with related tasks required in program planning, implementation and operation regarding students
- Implements individualized programs developed by the Speech and Language Pathologist.
- Assists with speech and language disorders related to school achievement
- Attends various meetings as assigned.
- Maintains a high level of confidentiality of information about students as assured in the Student and Parent Rights per state and federal mandates.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Language articulation disorders
- Remediation materials
- Child development and behavior characteristics, and the cultural attitudes of children with bilingual/bicultural instructional needs.
- Behavior management strategies and techniques
- Augmentation communication devices
- Appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment.
- Basic arithmetic concepts
- Basic assessment tools and procedures
- Routine record storage, retrieval, and management procedures

Ability to:

- Demonstrate an empathetic, patient, and receptive attitude with students. • Interpret, understand, and follow specific student educational plans and courses of study.
- Perform routine clerical tasks and operate a variety of educational and office machines and equipment, including computers.
- Learn to utilize a variety of appropriate technological equipment, educational software, and instructional materials and procedures in the enhancement of an educational environment.
- Understand and carry out verbal and written directions.
- Establish and maintain cooperative working relationships with staff and staff.
- Utilize specialized communication systems and devices.
- Utilize current speech-language methods and procedures in an instructional setting.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS

School Site environment; subject to constant interruptions.

REQUIREMENTS

WORK YEAR	10 MONTHS
EDUCATION	Associate degree and/or certificate in Speech and Language Pathology Assistant.
EXPERIENCE	Bilingual Preferred but not required
OTHER	Must possess a valid California Driver's License and Proof of Insurance
SALARY	Range 23
BENEFITS	Medical (employee contribution), 100% dental, vision and life insurance