

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Speech Language Pathology Assistant (SLPA)	Reports to:	Program Administrator/Supervisor
Job Category:	Special Education	Classification Unit:	Classified
Board Approval:	11/18/2021	Current Salary Grade:	Schedule B, Range A
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, the Speech Language Pathology Assistant (SLPA) supplements, enhances, and extends speech-language pathology services for pupils with speech and language disorders including speech sound disorders (motor/articulation, phonology), cognitive-linguistic disorders, expressive and receptive language disorders, voice or fluency disorders, and hearing impairments; assists in use of augmentative and alternative communication. This classification is under the direction of the Senior or Assistant Director of Special Education and is established to provide educationally related speech therapy services according to students' Individualized Education Programs or general education Speech Improvement Plans.

ESSENTIAL FUNCTIONS:

- Provides speech and language therapy services by following treatment plans developed and documented by a licensed and/or credentialed Speech Language Pathologist (SLP)
- Documents student progress on goals and objectives through data collection and observation
- Prepares, adapts, and/or modifies instructional materials for use in the classroom or therapy environment as determined by student need
- Performs a variety of clerical duties at the direction of the SLP, including sorting, filing, preparing and distributing meeting notices, record-keeping, maintaining files, recording attendance, and tallying or preparing data for reporting purposes
- Assists the SLP with speech and language assessments, without interpretation
- Attends workshops, staff/site meetings, inservices, and conferences as needed to improve skills and maintain SLPA registration
- Programs, maintains, and provides instruction in the use of augmentative and alternative communication devices
- Supports the SLP in the preparation and delivery of staff in-service training or family and community education
- Exhibits compliance with The Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations, reimbursement requirements, and SLPAs' responsibilities within their scope of practice
- Assists students by providing proper examples, emotional support, a friendly attitude and general guidance; maintains a facilitating environment for assigned tasks

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Normal speech, language, and hearing development.
- Disorders of language and articulation.
- Clinical and instructional methods and procedures.
- Child behavior and behavior modification.
- Correct English usage, grammar, punctuation, spelling and vocabulary.
- Specialized communication systems and devices.
- Record keeping techniques.
- Personal computers and software, including word processing and educational software.

Ability to:

- Self-identify as a SLPA to families, students, teachers, school staff, and others.
- Use a variety of modern methods, techniques and practices in speech/language therapy.
- Understand the unique differences and needs of students with disabilities.
- Work independently with minimal instruction.
- Properly use and care for the materials, supplies and equipment.
- Perform simple math calculations to compile reports.
- Maintain accurate records and status reports.
- Complete tasks in a timely manner.
- Interact successfully with parents, students, supervisors, school staff, and community agency representatives.
- Use good judgment in making independent decisions to respond to student requests and needs.
- Select appropriate instructional techniques to be used with students.
- Understand and carry out oral and written directions.
- Communicate effectively orally and in writing.
- Demonstrate an understanding, patient and receptive attitude toward children.
- Operate a variety of office and classroom machines and equipment, such as computers and related software, copy and fax machines, calculators, telephones, laminating machines, etc.
- Maintain confidentiality of privileged information obtained in the course of work.
- Safely drive a vehicle.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education:

- Training, experience, and/or education equivalent to a bachelor's degree in Communication Sciences and Disorders or similar, or an associate's degree from a recognized school or program for Speech/Language Pathology Assistant by an accredited organization

Experience:

- Successful completion of supervised field work experience by an accredited organization.

- Prior experience in educational or clinical settings is preferred

Required licenses, certificates, continuing education, training and other requirements:

- Valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology and Audiology and Hearing Dispensers' Licensing Board
- Valid California Driver's License

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Classrooms and general school campus environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting or standing for extended periods of time
- Reaching overhead and horizontal;
- Kneeling or crouching;
- Hearing and speaking to exchange information;
- Seeing to observe student symptoms and conditions and nonverbal communication;
- Occasionally lifting moderately heavy students or objects;
- Significant fine finger dexterity;

Hazards:

- May have exposure to students who become physically aggressive.
- May be exposed to human body fluids.

OTHER:

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.