



# LOMPOC UNIFIED SCHOOL DISTRICT

## SPEECH LANGUAGE PATHOLOGY ASSISTANT

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### **JOB SUMMARY:**

Under general supervision and guidance of the program supervisor and Speech and Language Pathologists, assists Speech and Language Pathologists in implementing, supplementing, enhancing and extending speech-language pathology services for students; provides support to students with disorders in receptive and expressive language, articulation/phonology, motor speech, voice, fluency and hearing; working with students from Pre-K -12th grade, provides intensified speech and learning experiences designed to develop pre-language/language skills, oral-motor control for speech production, vocalization, and use of assistive devices for communication; assists students in use of augmentative and alternative communications; and performs related tasks and duties as required.

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

- Provides speech therapy services according to Individualized Education Program (IEP) goals and/or treatment plans developed by a Speech-Language Pathologist in accordance with district policies and procedures.
- Conducts speech-language screening, without interpretation, and use screening protocols developed by a Speech-Language Pathologist.
- Documents student progress toward meeting established objectives and report the information to a Speech-Language Pathologist.
- Assists a Speech-Language Pathologist during assessments, including, but not limited to: assisting with formal documentation, preparing and completing documentation and reports as needed for a Speech-Language Pathologist.
- Gathers data in the educational environment in such areas as speech intelligibility, language function and use.
- Assists a Speech-Language Pathologist with the development of IEP goals and objectives for assigned students.
- Provides assistance to educational staff as a case management team member through consultation, training and individual/group activities.
- Prepares therapy materials and equipment for use in the classroom and speech therapy setting.
- Schedules activities; prepares charts, records, graphs, etc.; and displays student performance data.
- Schedules IEP meetings, assessments, and assists the Speech Language Pathologist in preparation of student information for presentation to parents, educational staff, etc.
- Prepares routine checks and maintenance on augmentative communication devices and equipment.
- Reviews, adapts and/or modifies instructional materials as determined by student needs for teacher use in the classroom.
- Observes behaviors and interactions of students and acts according to approved procedures.
- Utilizes positive restraint techniques according to established District procedures, as necessary.
- Performs a variety of general support duties such as maintaining records, files and preparing reports for assigned students.
- Performs a variety of recordkeeping activities charting student progress and needs.
- Works with students, under certificated guidance, in a group or on an individual basis to assist with specific learning tasks and accommodating the special needs of assigned students.
- Travels from site to site, as needed, to assist, support, supplement and enhance students identified with speech and language disorders.
- Prioritizes tasks and exercises using time management and organizational skills.
- Attends a variety of meetings, workshops, and in-service trainings to maintain current knowledge of professional practices in the field of Speech-Language Pathology.

- Maintain confidential files and exhibit compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations pertaining to students and their families.
- Interact professionally and appropriately with children, staff, and parents.
- Maintain classroom environment in a safe, clean and orderly condition; assure the health and safety of students by following health and safety practices and procedures.
- Implements all aspects of the assigned program to assure compliance with the established State and Federal laws.
- Performs other related duties as assigned.

**OTHER DUTIES:**

- Accompany students to and from therapy sessions.
- Attend department and/or in-service meetings, training programs and parent conferences as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: Associate's degree in speech language pathology assistant or Bachelor's degree in speech language pathology or communicative disorders and prior experience in an educational or clinical setting is preferred.

Licenses and other Requirements

- Valid Speech Language Pathology Assistant (SLPA) license issued by the California Speech Language Pathology and Audiology Board.
- First aid and CPR Certification issued by an authorized agency within six months of employment.

Knowledge of:

- Formal academic and clinical aspects of the speech-language pathology field.
- Technical aspects of the speech-language pathology field involving hearing speech and language therapy.
- Speech language pathology equipment including but not limited to augmentative communication devices.
- Principles, practices, procedures, and techniques used in the speech-language pathology field.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Safe practices in classroom activities.
- Basic instructional methods and techniques.
- Classroom procedures and appropriate student conduct.
- Basic record-keeping techniques.
- Remediation strategies involved in the enhancement of student speech, language and communication skills.
- Develop remediation strategies involved in the enhancement of student speech, language and communication skills.
- Analytical, organization, and human relation skills.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Conduct Speech and language screenings.
- Operate standard office and classroom equipment including computers and software.
- Follow and implement treatment plans developed by the supervising Speech Language Therapist.
- Document student progress toward goals.

- Assist in the formal documentation, preparation of materials, and performance of clerical duties involved in assessments.
- Utilize specialized communication systems and devices, such as Picture Exchange Communication System, and others to assist in the educational development of language and articulation of assigned student(s).
- Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development through continuous participation in workshops and trainings.
- Assist students with meeting IEP goals and objectives.
- Work with diverse racial, ethnic, religious, familiar, and socio-economic groups.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and work within scope of authority.
- Maintain confidentiality.
- Plan and organize work.

**WORKING CONDITIONS:**

Work Environment:

- Classroom 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate standard office equipment.
- Sitting or standing for extended periods.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read assignments and to monitor student activities.
- Lifting disabled students in and out of specialized equipment.
- Hearing and speaking to exchange information and make presentations.

Hazards:

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 42