

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SPEECH AND LANGUAGE ASSISTANT

BASIC FUNCTION:

Under general supervision of the school principal or designee and daily direction of a certificated Speech and Language Specialist, assists in providing authorized and appropriate speech and language services for students identified as having special needs in the area of speech and language communication.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this class are distinguished from Instructional Assistant/Special Education in that they have specific education and experience qualifying them to assist Speech and Language Specialists working with students having speech and language communication special needs.

ESSENTIAL DUTIES:

Assists Speech and Language Specialists with prescribed therapy by working with and tutoring individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills.

Assists Speech and Language Specialists during assessment of students.

Assists in maintaining student records, tallying data, preparing charts, records, graphs and reports in relation to student performance and reporting to the Speech and Language Specialist.

Assists instructional staff with the implementation of IEPs.

Implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities.

Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling and laminating as needed.

OTHER REPRESENTATIVE DUTIES:

Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, creating an orderly and clean classroom environment, etc.

Prepare learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices.

Perform a variety of classroom related clerical work such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.

Performs related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: General supervision is received from the school principal or designee. Daily direction is provided by a certificated Speech and Language Specialist.

Supervision is not exercised over other employees.

Internal Contacts: Has constant direct contact with students. Some contact with other school site personnel.

External Contacts: Has occasional direct contact with parents as directed by the Speech and Language Specialist.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Speech and language pathology equipment, materials and procedures.

Language development in children.

Articulation development.

Learning patterns in children.

Student behavior management techniques and strategies.

Learning problems of children with special education needs.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Health and safety procedures and techniques.

ABILITY TO:

Understand and carry out oral and written directions, including intervention plans.

Learn and utilize current speech and language methods and procedures used in an instructional setting.

Utilize specialized communication systems and devices.

Assist in the educational program of assigned student(s).

Communicate effectively orally and in written form.

Operate standard office equipment including; copier machines, calculators and personal computers (pc's) utilizing word processing, learning and educational software.

Demonstrate an understanding, patient and receptive attitude toward children.

Establish and maintain a cooperative and effective working relationship with students and other staff.

EDUCATION AND EXPERIENCE:

An Associate degree in and/or graduation from a speech and language pathology assistant certificate program or be enrolled in and demonstrate substantial progress towards a speech and language pathology assistant program certificate or substantial progress toward a Bachelors degree in speech and language pathology (which includes the speech and language courses required for a speech and language pathology certificate). 100 hours of field experience, supervised by an American Speech-Language Hearing Association (ASHA) certified speech-language pathologist. Prior experience in working with elementary age children is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid CPR and First Aid Certificate.

May be required to possess valid and appropriate California Driver's License.

PHYSICAL DEMANDS:

Frequently stands, walks, sits, stoops, bends and reaches over head; safely lifts, carries and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illness; has occasional direct contact with parents and other district staff.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

PREPARED BY:	Classified Personnel Department	DATE:	May 24, 2004
APPROVED BY:	Board of Trustees	DATE:	June 1, 2004
APPROVED BY:	Personnel Commission	DATE:	June 22, 2004