

Position:	Speech-Language Pathology Assistant	FLSA: Non-exempt
Department:	Special Education	Salary Grade: 20
Reports to:	Director of Special Education or Designee	

OVERALL OBJECTIVE AND SUMMARY

Under the direct supervision of the Director of Special Education and the general direction of the licensed and credentialed Speech-Language Pathologist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; maintain records and documentation on students; perform related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in providing student speech therapy services according to Individualized Education Program (IEP) goals and treatment plans developed by speech-language pathologist.
- Assist speech-language pathologist in the assessment of student communication skills without interpretation.
- Assist with conducting speech-language screenings using appropriate prescribed techniques and devices without interpretation and confer with speech-language pathologist regarding student progress.
- Assist with the development of IEP goals and objectives for assigned students.
- Attend IEP meetings for assigned students with speech-language pathologist and assist in sharing recommendations as approved by speech-language pathologist; maintain confidentiality of sensitive and privileged information.
- Provide assistance to education staff as a case management team member through consultation, training, and individual and group activities.
- Document student progress toward speech and language IEP goals and objectives by preparing charts, records, graphs, or other means of documentation.
- Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment.
- Adapt or modify instructional materials as determined by student needs for pathologist use in the classroom.
- Observe and control behavior and interaction of student according to approved procedures; utilize positive restraint techniques according to established procedures as necessary.
- Inspect, maintain and operate augmentative communication devices and equipment.
- Assist other speech-language personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS:

Knowledge of:

- Speech-language equipment, materials, and procedures.
- Language development in children, articulation development and learning patterns in children.
- Student behavior management techniques and strategies.
- English usage, punctuation, spelling, and grammar; basic arithmetical concepts; simple record keeping and record management.
- Community, family service agencies, and local businesses.
- Laws, rules, and regulations as applied to the Education Code.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand District and school site organization, operations, and objectives.
- Maintain cooperative work relationships with students, parents, and other district personnel.
- Work independently.
- Print and write legibly.
- Understand and follow oral and written directions.
- Communicate effectively with students and adults both orally and in writing.
- Work with discretion and maintain confidentiality.
- Observe and manage student behavior according to approved policies and procedures.
- Operate instructional and office equipment, including computers, copiers, and audio-visual equipment.

PHYSICAL ABILITIES

The position requires:

- The ability to sit for prolonged periods.
- Sufficient visual acuity to recognize words letters and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school. Associate of Arts Degree and a certificate of completion of a Speech-Language Pathology Assistant program or Bachelor's degree in speech-language pathology or communication disorders.

LICENSES, CERTIFICATIONS AND TESTING REQUIRED:

- Registration with the State of California Department of Consumer Affairs Board of Speech-Pathology and Audiology at the time of application and maintain current registration throughout employment in this classification.
- Possession of a valid California driver's license.