



JOB DESCRIPTION

Speech & Language Pathologist Assistant

Reports to:	Director, Special Education	Employment Group / Salary Range:	Classified Range R
Dept:	Special Education	FLSA:	Non Exempt
Annual Work Days:	183	Formal Review Date: Board Approval Date:	1/30/24 2/05/24

PRIMARY FUNCTIONS

Under the supervision of site administration and the direction of a Speech and Language Pathologist, the Speech and Language Pathology Assistant (SLPA) assists in supplementing, enhancing, and extending speech/language therapy services by completing a variety of tasks such as, but not limited to, direct activities with students designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The SLPA serves students who have identified speech and language disorders and may have other disabilities as well.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provide direct treatment to students identified by SLP
- Assist the Speech and Language Pathologist (SLP) with assessments conducted in English and/or Spanish
- Assist with the oral language development of students receiving speech/language services on an IEP
- Assist with identification procedures of those students who possibly qualify for speech/language services
- Assist the case manager in gathering related information to communicate with parents of identified students receiving speech and language services
- Assists students with their instructional speech/language goals in individual and small groups
- Follow documented treatment plans or protocols found on the students' IEP developed by the SLP
- Document student performance and report information to the SLP
- Assist with clerical duties, departmental operations (scheduling, recordkeeping, etc)
- Support SLP with in-service training
- Perform checks and maintenance of equipment
- Enter services performed into student information systems

- Other duties and responsibilities consistent with the primary functions may be assigned.

QUALIFICATIONS

Education and Experience:

- Associate degree in and/or graduation from a Speech-Language Pathology assistant certificate program ; or
- Bachelor's degree in Speech-Language Pathology or Communication Disorders with a minimum of 70 hours field work/clinical experience from a Board-approved program
- Classroom experience(preferred)
- Experience working with children and/or college training

Licenses, Certificates and Other Requirements:

- Current registration as an SLA with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and must maintain current registration throughout employment in this classification.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Speech and language pathology equipment, materials, and procedures;
- Normal speech, language, and hearing development;
- Language disorders and rehabilitation;
- Articulation disorders and rehabilitation;
- Acquired disorders and rehabilitation;
- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special education needs;
- English usage, punctuation, spelling, grammar, and math;
- Routine recordkeeping.
- General needs and behavior of children
- General clerical methods and procedures
- Basic skills - reading, writing, oral language and mathematics.

Skills and Abilities to:

- Assist speech and language therapist with implementation of students IEP
- Develop rapport with students and utilize effective classroom management techniques
- Effectively and tactfully communicate in both oral and written forms;
- Manage and use time effectively
- Demonstrate appropriate conduct
- Select, prepare, and present materials effectively
- Maintain student progress documentation
- Use a variety of screening tools and protocols, manage screenings and documentation;
- Provide effective implementation of therapy objectives
- Operate instructional and office equipment
- Ability to do simple math in order to compile reports, and maintain records and status reports
- Modify or differentiate lessons to meet students needs and progress with guidance from SLP

- Consult with Supervisor when students progress is not consistent;
- Develop and monitor carry over activities with classroom teacher and home;
- Develop and provide creative, appropriate lessons/materials to ensure progress towards student IEP goals
- Consult and support Regular Education Teacher with use of pre-teach, re-teach strategies to successful inclusion and IEP goals
- Work with students individually and in small groups
- Develop schedules for student services that meets current IEP services
- Understand and carry out oral and written instructions in English
- Supervise a group of students or an individual student in various learning environments
- Maintain a sympathetic understanding of the problems and needs of children
- Perform a wide variety of duties which will enhance the instructional program
- Maintain confidentiality regarding students and school records
- Plan materials independently for reinforcing speech and language development

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office and classroom conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed