

CLASSIFIED JOB DESCRIPTION

**INSTRUCTIONAL ASSISTANT-LANGUAGE,
SPEECH, AND HEARING**

JOB SUMMARY:

Under general supervision of the principal and direction of a speech and language specialist provides activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. Works with students who have severe speech and language disorders, and frequently those with physical and emotional disabilities as well.

ESSENTIAL JOB FUNCTIONS:

- Assists speech and language specialist during assessment.
- Assists in the evaluation of hearing, speech, and language test results, and medical or background information to implement and plan treatment for speech, language, fluency, voice, and swallowing disorders.
- Records information on the initial evaluation, treatment, and progress of students.
- Prepares therapy materials and/or equipment for use in classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment for teacher use in classroom, as determined by students' needs and abilities.
- Assists in the teaching of students to control or strengthen tongue, jaw, face muscles, and breathing mechanisms.
- Schedules activities, prepares charts, records, or graphs to display student performance data.
- Performs other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- One year of successfully working with students with communicative disorders in an educational setting.
- Knowledge of correct language usage, spelling, grammar, and punctuation. California State law requires that all personnel working in an instructional setting must demonstrate high school proficiency in the areas of reading, writing, and mathematics. Applicants must pass a proficiency examination before they can be considered for a position as an Instructional Assistant.
- Knowledge of effective recordkeeping practices and procedures; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; and child behavior and behavior modification.
- Ability to work with students with a broad range of learning and/or physical disabilities; use good judgment in making independent decisions to respond to student requests and needs; maintain records and status reports; complete tasks in a timely manner; use appropriate student behavior management strategies; and interpret and implement lesson plans developed by the speech and language specialist.

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- Maintain confidentiality about all personal information, assessment results, medical history, and other records concerning students and their families.
- Understand, be sensitive to, and respect the diverse academic, socioeconomic, ethnic, religious, cultural backgrounds, disabilities, and sexual orientation of students, parents, faculty, and staff.
- Maintain consistent, punctual, and regular attendance.
- **Education:**
- High school diploma or GED required.
- Any combination of experience, training and/or education to demonstrate proficiency in the knowledge and abilities in supporting students with speech, language, and hearing disorders.

Classified Salary Schedule: Range 16
BOARD APPROVED: 9/14/10
REVISION DATES: 08/10/22
07/17/23
08/09/2023