

**CLASSIFIED JOB DESCRIPTION**

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**SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**

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**JOB SUMMARY:**

Under direction, assists speech-language pathologist staff in supplementing, enhancing, and extending speech-language pathology services for students with speech and language disorders including articulation/phonology, cognition, motor speech, dysphagia, voice, fluency, craniofacial anomalies, hearing and child language; assists in providing training and use of augmentative and alternative communication.

**ESSENTIAL JOB FUNCTIONS:**

- Provides direct treatment assistance to identified students; prepares work areas and materials for use during speech-language services.
- Conducts speech-language screenings using specified screening protocols developed by certificated speech-language pathologist staff.
- Accompanies students to and from therapy sessions and/or prepares for speech-language session.
- Maintains comprehensive records and materials relating to screening results and provides information to certificated staff.
- Maintains a positive attitude towards students.
- Follows documented treatment plans or protocols developed by certificated staff; documents and reports student progress toward meeting established goals as stated in an Individualized Education Plan (IEP) or an Individualized Family Services Plan.
- Assists speech-language pathologist staff during assessment of students; maintains confidentiality of information pertaining to students and their families.
- Schedules activities; prepares a variety of materials including charts, graphs, and other data display information; provides recordkeeping for student files; and performs related office support tasks.
- Maintains and cleans equipment using infection control protocol; checks and maintains equipment in proper working condition.
- Participates with certificated staff in research projects and attends inservice training and other related activities.
- Participates in classroom activities as requested by speech-language pathologist staff; attends conferences and workshops related to speech-language pathology services.
- Collects data on students' achievements with the purpose of proving interventions and meeting IEP goals.
- Assists staff in understanding IEP goals.
- Researches resources for the purpose of addressing students' functional goals.
- Other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- High school diploma or GED required.
- Any combination of training, experience, and/or education equivalent to graduation from a recognized school or program for Speech and Language Pathology Assistant as part of an AA degree in Science, including specialized course work, observation supervision, and

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fieldwork experience. Prior experience in educational or clinical settings is preferred.

- Possession of valid registration as a Speech and Language Pathology Assistant with the California Speech-Language Pathology Board.
- Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).
- Knowledge of technical aspects of field of specialty; speech-language pathology equipment, materials, and procedures; oral and written communication skills; and reading and writing English communication skills.
- Ability to establish and maintain effective working relationships with students and adults; perform a variety of complex tasks; and understand and carry out oral and written instructions.
- Ability to operate standard office equipment, including microcomputers and related software applications; use appropriate oral and written language in contacts with students, parents, and District staff; establish and maintain effective working relationships with others; and plan and organize work.
- Ability to maintain records and prepare reports; meet schedules and timelines; analyze situations accurately and adopt an effective course of action; work independently with little direction; read, interpret, apply, and explain rules, regulations, policies, and procedures; communicate honestly, clearly, accurately, coherently, and concisely; respect and consider age, gender, cultural/linguistic background, and related factors when providing services.
- Ability to hear and speak to exchange information in person and on the telephone; read, prepare, and proofread documents; perform assigned duties; sit or stand for extended periods of time; operate a computer keyboard and other office equipment; kneel, and bend at the waist; reach overhead above the shoulders, and horizontally; retrieve and store files and supplies; and lift light objects.

*Classified Salary Schedule: Range 40*  
*BOARD APPROVED: 11/14/06*  
*REVISION DATES: 07/01/15*  
*09/12/18*  
*07/18/23*  
*08/09/2023*