



Excellence for all.

Job Title: Speech and Language Pathology Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of a Speech and Language Pathologist and assigned administrator, assists in providing authorized and appropriate speech and language therapy services for students identified as having special needs in the area of speech and language communication, such as developing pre-language and language skills, vocalization, articulation, oral-motor control for speech production, and use of assistive technology devices for communication.

Distinguishing Characteristics:

A Speech and Language Pathology Assistant must have valid certification as a Speech and Language Pathology Assistant with the state of California.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Assists in providing speech and language therapy services for students in accordance with their Individual Education Program (IEP) goals and treatment plans, as developed by a Speech-Language Pathologist.
- Aides in data collection, planning and assessing student communication skills and appropriate intervention services. Research resources to help students achieve goals, collaborates with other educational team members to enhance, and support student services.
- Work with students to complete exercises, drills and assignments designed to enhance speech, language, and articulation skills; assist with letter and word pronunciation and recognition; modify learning activities to meet student needs and individual skill levels; monitor the behavior conduct of students, and clean therapy materials and classroom as directed.
- Perform a variety of administrative functions in support of speech and language activities, including preparing, duplicating, assembling, and filing instructional materials; prepare charts and graphs, compile and maintain various logs and student records, document and maintain all Individual Education Program related activities and assigned duties.
- Consult with Speech and Language pathologists, parents, teachers, and others to exchange information, resolve issues, and assist in the development of treatment plans.
- Attend meetings, conferences and screening activities as directed. May assist with research projects, in-service trainings, and family or community education programs.
- Assists in the development or selection of materials that enhance learning and communication skills and abilities. Adapts or modifies instructional materials or equipment as determined by Speech and Language Pathologist and student needs and abilities.
- Optimize a work schedule that would involve interacting with various students, parents, and staff at multiple locations.
- Maintains safety of students by vigilant observation of environment and potential hazards of student actions; follows all health and safety rules, policies and procedures.

- Conduct or assist with speech and language screening using specific protocols developed by the supervising Speech and Language Pathologist; implement and follow documented treatment plans or protocols.
- Assist with the implementation of therapy treatment plans and remediation strategies for stuttering, delayed language, swallowing disorder, expressive language, articulation, or voice and pitch issues based on assessments and recommendations.
- Observe and control behavior and interaction of students according to approved procedures; report progress regarding student performance and behavior; evaluate student progress in a wide variety of skills.
- Provide proper examples, emotional support and general guidance to students; maintain a facilitating environment for assigned tasks.
- Operate, check, and maintain various equipment and assistive devices commonly used in speech and language therapies.

Other Duties:

- Performs related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Principles and practices surrounding speech/language and hearing pathology.
- Treatment documentation methods, record-keeping techniques and data privacy requirements.
- California State Education Code and Business and Professional Code for Speech Language Pathology Assistant.
- Modern office practices, procedures, and equipment, including operation of a computer, applicable software, and data entry techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Strategies for working with children with specific special needs, behavior modification techniques, and methods to motivate students.
- Writing skills sufficient to create reports, correspondence, and document treatments using appropriate terminology.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Learn special education and speech and language terminology, program philosophies, concepts, materials, methods, and procedures.
- Learn to operate equipment used as educational aids. Use good judgement in selecting appropriate techniques and responding to students' needs.
- Assist with instructional and related activities in a special education learning environment.
- Recognize limitations of students and encourage their participation in appropriate programs and activities.
- Read, write, and understand the English language.
- Maintain accurate records.
- Operate a variety of instructional and office equipment.
- Maintain confidentiality of pupil and District information.
- Demonstrate an understanding, patient, and receptive attitude toward children with special needs.
- Communicate effectively both orally and in writing.
- Participate in the Individual Education Program (IEP) team process.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Associate degree, completion of a Speech-Language Pathology Assistant program and registration with the State of California, and two years of experience working with special needs population, preferably in a speech and language related area. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid certification as a Speech and Language Pathology Assistant with the state of California. Valid California driver's license.

Working Conditions:

Environment: Office, classroom, and intermittent outdoor environments. Driving a vehicle from site to site.

Physical Demands: Sitting, standing, or walking for extended periods of time. Dexterity of hands and fingers, and hand-eye coordination to operate a computer keyboard, telephone, various equipment and special diagnostic devices. Visual acuity to review written documentation. Bending at waist, kneeling, or crouching. Reaching above shoulders, overhead and horizontally. Moderate pulling, pushing, and carrying.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 126

Personnel Commission Classification/Compensation Study Approved: July 12, 2023