

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

SPEECH-LANGUAGE PATHOLOGY ASSISTANT
(SLPA)

DEFINITION:

Under supervision of Assigned Supervisor, working with a fully credentialed Speech and Language Pathologist, the Speech-Language Pathology Assistant provides speech-language pathology services to students identified with speech and language disorders including articulation/phonology, cognition, language, motor speech, voice, fluency and hearing disorders; support, supplement and enhance the speech-language pathology services provided to identified students; and perform other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conducts speech-language screenings without interpretation using screening protocols determined by the supervising/fully credentialed Speech and Language Pathologist and assist with the development of activities to address treatment plans.
- Provides direct treatment assistance to students at multiple locations.
- Follows and implements documented treatment plans in one-on-one, small group and/or classroom settings.
- Assist with the implementation of effective remediation strategies.
- Assist students with meeting IEP goals and objectives.
- Documents student progress toward meeting established objectives and reports the information to the Speech and Language Pathologist.
- Assists during the assessments, including but not limited to formal documentation, preparing materials, and performing clerical duties.
- Performs checks and routine maintenance of equipment, including but not limited to augmentative communication devices.
- Accompanies students to and from therapy sessions.
- Maintains confidential files and compliance information pertaining to students and their families.
- Maintains student files and records; performs recordkeeping schedules, copying and basic clerical functions.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform SLPA functions.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- AA or BA degree in Speech Language and Pathology Assistant, (SLPA)

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Knowledge of:

- Formal academic, technical and clinical aspects of the speech and language pathology field.
- Speech and language pathology equipment including but not limited to augmentative communication devices.
- Principles, practices, procedures and techniques used in the speech and language pathology field.
- Remediation strategies involved in the enhancement of student speech, language and communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Schedule activities and prepare charts, records, graphs and data.
- Assist in the development of activities to address treatment plans.
- Follow and implement treatment plan developed by the Speech and Language Pathologist.
- Assist with the implementation of effective remediation strategies.
- Communicate effectively both orally and in writing.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.
- Plan and organize work.
- Interacts professionally and appropriately with children, staff and parents.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California C Driver's License.
- Provide proof of automobile insurance, if driving personal vehicle for work.
- Valid Speech Language Pathology Assistant (SLPA) license issued by the California Speech Language Pathology and Audiology Board.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025