

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

Classification:	Classified	Work Year:	As assigned
Department:	Special Education	Board Approval:	06/05/14
Reports To:	Director of Special Education		
Salary Range:	Range 30		

BASIC FUNCTION:

Under the general direction of an ASHA-Certified Speech and Language Pathologist, the Speech and Language Pathology Assistant will complete a variety of tasks as prescribed, such as, but not limited to activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech and Language Pathology Assistant works with students who have severe speech and language disorders as well as physical, emotional, and learning disabilities.

REPRESENTATIVE DUTIES:

- Assist in providing student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech-Language Pathologist.
- Assist Speech-Language Pathologist in the assessment of student communication skills.
- Assist with conducting speech-language screenings, using appropriate prescribed techniques and devices; confer with Speech-Language Pathologist regarding student progress.
- Document student progress toward IEP goals and objectives by preparing records, charts or other means of documentations.
- Prepare for use in the classroom therapy materials such as picture cards and games, and equipment such as augmentative communication devices.
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom.
- Inspect, maintain and operate augmentative communication devices and equipment.
- Observe and control behavior and interaction of students according to approved procedures.
- Perform a variety of clerical support duties such as maintaining records, files and preparing records related to assigned students.
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and skill.

Education:

- Associate's degree required
- Certification of completion of a Speech-Language Pathology Assistant program
- Registration as a Speech-Language Pathology Assistant with the State of California
- NCLB compliance
- Bachelor's degree in Speech-Language Pathology preferred

LICENSES AND OTHER REQUIREMENTS:

- Criminal Justice Fingerprint Clearance
- TB Clearance
- Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, and punctuation;
- Possess strong written, verbal communication, and presentation skills;
- Effective record keeping practices and procedures;
- Human anatomy and physiology;
- Phonemic Awareness; Phonetics; human anatomy and physiology, especially as it relates to speech production; normal speech and language hearing development; language disorders and rehabilitation;
- Articulation disorders and rehabilitation; clinical methods and procedures; hearing disorders and aural rehabilitation; augmentative and alternative communication systems.

ABILITY TO:

- Deal effectively with attitudes and behaviors of special needs students;
- Effectively and tactfully communicate in both oral and written forms;
- Manage and use time effectively;
- Select, prepare, and present materials effectively;
- Maintain student performance documentation;
- Use a variety of screening tools and protocols appropriately;
- Communicate screening results and all supplemental information to supervisor;
- Manage behavior and treatment program;
- Provide effective implementation of treatment objectives;
- Operate standard office equipment including computer, copier, fax machine, etc;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Ability to interact successfully with parents, students, supervisor, school staff, and community agency representatives;
- Ability to make independent decisions to respond to student requests and needs, and to select appropriate techniques to be used with students;
- Work independently;
- Maintain confidentiality;
- Drive a vehicle to various sites to conduct work.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

- Occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling;
- Facility to lift and carry up to 25 lbs. without assistance;
- Manual dexterity to operate a telephone and enter data into a computer;
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time;
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts;
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone;
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings;
- Facility to drive an automobile;
- Facility to determine and differentiate colors.