

SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

JOB SUMMARY:

Under the supervision of special services administration and the general direction of a credentialed Speech/Language Pathologist, assists in providing speech and language communication instruction to students identified as having special needs.

DISTINGUISHING CHARACTERISTICS:

This specialized classification is distinguished from other instructional assistant classifications in that the primary responsibility is to assist in providing student speech therapy services pursuant to Individual Education Program (IEP) goals and treatment plans. It is also distinguished by the absence of immediate supervision, the amount of independent judgment exercised, the special needs of the population served and the need for knowledge of specific methodologies. A specialized course of education is required for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist in providing student speech and language 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; prepare 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; position students in orthopedic equipment, as determined by the student's therapy plan; observe and control behavior and interaction of students according to approved procedures. May be required to drive a vehicle to various sites to conduct work; attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology; documents student progress toward IEP goals and objectives by preparing records, charts or other means of documentation; maintains and files student records, attendance reports and files including confidential information; performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials; performs related duties as assigned.

EMPLOYMENT STANDARDS:

Education: Completion of an accredited Speech and Language Pathology Assistant program that is recognized by the State Licensing board. Must be registered as a Speech-Language Pathology Assistant with the State of California Speech-Language Pathology and Audiology Board.

Experience: A minimum of six months of paid or volunteer experience working with individuals with speech and language disabilities in a structured environment with training and experience that is recognized by the State licensing board preferred.

Knowledge of: Basic methods of instruction; general needs and behavior of children diagnosed with developmental disabilities, including an understanding of appropriate behavior management techniques used in controlling and motivating students; general concepts of child growth and development and child behavior characteristics; speech and language development theories and practices; language, articulation and hearing disorders; general methods and techniques of individual and group speech therapy; operation and maintenance of augmentative communication devices and equipment; proper methods of and positioning students in orthopedic equipment; record keeping and basic report preparation techniques; health and safety regulations; laws, rules and regulations related to assigned program and activities; CPR

procedures; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Assist in providing speech therapy services for identified students according to IEP goals; assist with conducting speech-language screenings; operate and maintain augmentative communication devices and equipment; maintain records and prepare reports related to assigned students and activities; monitor and assist in evaluating student progress; motivate and encourage positive learning patterns and behavior to students with special needs; observe and manage behavior of students according to approved procedures; interpret, apply and explain laws, rules and regulations related to assigned activities; understand and work within scope of authority; observe health and safety regulations; communicate effectively both orally and in writing; demonstrate confidence, tact, and the use of good judgment; plan and organize work; meet schedules and timelines; use good judgment in making independent decisions to respond to student requests and needs; work independently under direct and indirect supervision; engage in strenuous physical activity including lifting as needed; establish and maintain effective relationships with children with developmental disabilities and their parents; tutor students diagnosed with developmental disabilities in a special class program and/or specially designed home program; maintain effective and harmonious working relationships with students, fellow employees, teachers and administrative staff; maintain confidentiality of sensitive information; utilize appropriate instructional materials and procedures; travel to students' homes and other locations as needed; obtain a Red Cross First Aid certificate, including CPR training; if assignment requires, use of a personal vehicle, valid driver's license and proof of auto insurance.

Licenses and Other Requirements: Possession of a valid California Driver's License. Valid CPR Certificate issued by an authorized agency within six months of hire. Must be registered as a Speech-Language Pathology Assistant with the State of California, as well as meeting requirements to keep certificate current.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this specialized instructional assistant position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site, specialized department and or student assignment.

Work Environment: While performing the duties of this job, the employee works in an indoor, classroom environment. The employee's primary responsibility is to assist in providing student speech therapy services according to Individual Education Program (IEP) goals and treatment plans. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and public. The noise level is moderate.

Physical Demands: The physical demands of this position include sitting and standing for extended periods of time. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 lbs unassisted from wheelchairs to tables or desks. Works with students who have severe speech and language disorders as well as physical and emotional disabilities. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices. Frequent bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with shoelaces, braces, floor exercises and pushing of wheelchairs with or without students up and down inclines, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities or run medical, augmentative communication devices and instructional resource equipment is required as is hearing and speaking to model clear English speech exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Speech and Language Pathology Assistant Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	02/07/2008
Revised by the Personnel Commission:	04/29/2025