

	Speech Language Pathology Assistant (SLPA)	Classified Position Initial Date: October 29, 2025 Board Approval: February 12, 2026 Revision Date: Personnel Commission: Jan. 21, 2026 Range: 57, 7 hrs., 195 days Reports to: Director of Special Education
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Description of Basic Functions and Responsibilities:

We are seeking a dedicated and compassionate Speech-Language Pathology Assistant (SLPA) to join our dynamic team in providing quality speech and language therapy services to individuals from ages 3-22. Under the direction and supervision of a Speech and Language Pathologist, the Speech and Language Pathology Assistants (SLPA) position includes, but is not limited to, supporting and assisting in the treatment of speech and language disorders, utilization of assistive technology devices for communication, and providing interventions to improve communication skills.

Note: The Speech and Language Assistant is NOT able to conduct evaluations, interpret data, alter IEP plans, or perform any task without the express knowledge and approval of the supervising SLP.

Representative Duties:

- Assist in the delivery of speech and language therapy services to students as directed by a licensed Speech-Language Pathologist (SLP);
- Follows and implements Individualized Education Plans (IEPs) for speech, language, and communication disorders, under the guidance of the supervising SLP;
- Conducts speech and language screenings and assessments, without interpretation, as permitted by the supervising Speech and Language Pathologist (SLP) to identify communication disorders or delays;
- Accurately documents student progress toward meeting established objectives, enters information into MediCal billing platform and reports the information to the SLP;
- Assist with the preparation and implementation of therapy activities, equipment, exercises, and materials for use in the classroom and therapy activities;
- Assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties;
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom;
- Assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports;
- Assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and creates an orderly and clean learning environment;

- Implement behavior management programs for students as designed by certified staff, observe and report significant student behavior, behavioral patterns, and/or other problems to the SLP;
- Provide reinforcement of speech and language strategies in both individual and group settings;
- Maintain compliance with California state laws and regulations governing Speech-Language Pathology Assistants, including patient confidentiality (HIPAA & FERPA);
- Attend training sessions and professional development activities as required to stay current with best practices in speech-language pathology;
- Participate in team meetings, collaborating with the supervising SLP and other educational professionals as needed.
- Other duties as assigned

Education and Experience:

- Associate's degree or higher in Speech-Language Pathology Assistance, or a related field with a minimum of 70 hours field work/clinical experience from a Board-approved program
- Valid SLPA license issued by the California Speech-Language Pathology, Audiology, and Hearing Aid Dispensers Board and must maintain current registration throughout employment in this classification..
- Experience in an educational setting is preferred.
- Strong understanding of speech and language disorders, including articulation, language delays, fluency disorders, and cognitive-communication impairments.
- Ability to work effectively under the supervision of a licensed SLP.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work well with diverse populations, including children and adults.
- Ability to maintain confidentiality and follow ethical standards.

Working Conditions:

- Ability to sit or stand for extended periods of time.
- Sit at a desk, table, on low chairs, on the floor or on mats, or in classrooms of various configurations for extended periods of time.
- See, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids.
- Manual dexterity to enter data into a computer, and to perform assigned classroom tasks using both hands.
- Hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
- Move quickly on uneven terrain, play yards, and school grounds.
- Must be able to assist with client mobility and provide physical assistance when necessary.

- Mental acuity to perform the essential functions of this position in an accurate, neat, and timely fashion; to make good judgments and decisions; and to evaluate the results of decisions and judgments.

Knowledge and Abilities:

- Assist speech and language therapist with implementation of IEP
- Deal effectively with attitudes and behaviors of students;
- Effectively and tactfully communicate in both oral and written forms;
- Manage and use time effectively;
- Demonstrate appropriate conduct;
- Select, prepare, and present materials effectively;
- Maintain student progress documentation;
- Provide effective implementation of therapy objectives;
- Operate instructional and office equipment;
- Ability to do simple math in order to compile reports, and maintain records and status reports;
- Interact successfully with parents, students, supervisor, school staff, and community agency representatives;
- Modify or differentiate lessons to meet students needs and progress with guidance from SLP;
- Consult with Supervisor when students progress is not consistent;
- Develop and monitor carry over activities with classroom teacher and home;
- Develop and provide creative, appropriate lessons/materials to ensure progress towards student IEP goals;
- Consult and support Regular Education Teacher with use of pre-teach, re-teach strategies to successful inclusion and IEP goals;
- Work with students individually and in small groups;
- Develop schedules for student services that meet current IEP services.