JOB DESCRIPTION

Speech-Language Pathology Assistant (SLPA)

DEFINITION:

Under the supervision of the Director of Special Education, the Speech-Language Pathology Assistant (SLPA) assists in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals, perform a variety of duties in support of student case management services, maintain records and documentation on students, performs related duties as assigned. (Days-180) (Salary-Placement on the Classified Salary Schedule at a Range of 32).

ESSENTIAL DUTIES:

- Assist in providing speech therapy services as directed by a district Speech-Language Pathologist in accordance with district policies and procedures.
- Assist Speech-Language Pathologist in the assessment of student communication skills.
- Documents students' progress towards IEP goals and objectives by preparing data, charts, records, graphs, and reports information.
- Assists with clerical duties such as preparing materials and scheduling activities.
- Assists instructional personnel in the implementation of Individual Education Plans (IEPs).
- Assists with departmental operations such as scheduling, record-keeping, and safety/maintenance of supplies and equipment.
- Assists with conducting speech and language screenings and assessments, using appropriate prescribed techniques and devices; confer with Speech-Language Pathologist regarding student progress.
- Attends meetings, workshops, and in-service training to maintain current knowledge of developments in the field of Speech-Language Pathology.
- Drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Associates of Arts degree in Speech Pathology or Communication required.
- One-year experience working with individuals with speech and language disabilities in a structured environment. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

Desirable Qualifications:

- Bachelor's degree preferred.
- Experience working in a school setting.
- Experience working with students with communication disorders.
- Bilingual skills in English and Spanish are required.

Licenses, Certifications, and other Requirements:

- Valid California Speech-Language Pathology Assistant (SLPA) license.
- Valid California Class C driver's license.

Knowledge of:

- Speech and Language Pathology equipment, materials, and procedures.
- Language development in children.
- Articulation development, learning patterns in children and student behavior.
- English usage, punctuation, spelling, and grammar.
- Principles of child development and behavior.
- Basic arithmetical concepts, simple record keeping, and record management.
- Public education goals and objectives.
- Learning problems of children with special educational needs.
- Personal computers and software, including word processing, learning, and education software, and augmentative communication devices and systems.
- Positive disciple and behavior management techniques.

Ability to:

- Effectively and tactfully communicate in both oral and written form.
- Maintain student performance documentation.
- Assist in providing speech therapy for identified students according to IEP goals.
- Assist with conducting speech and language screenings.
- Motivate and encourage positive learning patterns and behavior to students with special needs.
- Operate standard office equipment including computer, copier, fax machine, etc.
- Learn and utilize current speech and language methods and procedures to be followed in an instructional setting.
- Maintain confidentiality of sensitive and privileged information.
- Plan and organize work; meet schedules and timelines.
- Perform simple math calculations to compile reports.
- Use all available virtual computer platforms to schedule meetings.
- Work independently under direct and indirect supervision.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Classroom environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching, reaching, handling, touching and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Sitting, seeing, and reading, with or without visual aids.
- Hearing and understanding speech at normal room levels; hearing and understanding speech on the telephone.
- Speaking in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Driving an automobile.
- Determining and differentiation of colors.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA Approved: November 17, 2025

Board Approved: November 18, 2025

FLSA Status: Non-Exempt