

## SPEECH/LANGUAGE PATHOLOGY ASSISTANT

### OVERALL JOB PURPOSE STATEMENT

Under the direction of an assigned supervisor, the job of Speech/Language Pathology Assistant is done for the purposes of assisting in supplementing, enhancing, and extending speech/ language pathology services; providing direct treatment assistance to identified students; documenting students' capabilities and progress; ensuring implementation of directed support to assigned students.

### DISTINGUISHING CHARACTERISTICS

This job supports the District's Speech/Language Pathology program by assisting professional staff in providing instruction specific to the area of speech and language communication to students identified as having speech/language disorders including articulation/phonology, cognition, motor speech, dysphasia, voice, fluency, craniofacial anomalies, hearing and child and adult languages. Incumbents in this class follow the programs and protocols established by the Speech/Language Pathology Specialist to ensure implementation of ongoing therapy for the student.

### ESSENTIAL FUNCTIONS

- Provides direct speech and language therapy to students following documented treatment plans or protocols to ensure delivery of appropriate services to students.
- Prepares work areas and materials for use during speech and language assistance sessions in order to provide direct treatment assistance to identified students.
- Accompanies students to and from therapy sessions as directed for the purpose of establishing and maintaining contact and support and student safety.
- Follows documented treatment plans and/or protocols developed by certificated staff for the purpose of ensuring implementation of directed support to assigned students.
- Documents and reports student progress toward meeting established goals as stated in IEP (Individualized Education Plan) or an IFSP (Individualized Family Services Plan) for the purpose of ensuring appropriate ongoing treatment and services.
- Checks, maintains, cleans therapy material and/or equipment, and requests equipment service as needed, for the purpose of ensuring timely availability of equipment in a sanitary condition to meet treatment plans and schedules.
- Participates in classroom activities as directed by speech-language pathology staff for the purpose of facilitating instruction and student treatment.
- Prepares charts, records, graphs, and information reports for the purpose of ensuring accurate communication of information about and work activities and student progress.
- Attends conferences and seminars as appropriate for the purpose of maintaining current knowledge, skills and valid registration.

- 10. Performs other related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

**SKILLS** are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: develop work plans, guidelines, schedules, and task assignments; operate speech/language pathology equipment; operating standard office equipment including using pertinent software applications; and prepare and maintain accurate records.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: principles of speech-language pathology equipment, materials and procedures; speech and language development; communication problems of children with special educational needs; student behavior management techniques and strategies; correct English usage, spelling, grammar, and punctuation; simple record keeping and record management; micro computers and software, including word processing, learning and educational software.

**ABILITY** is required to coordinate and schedule activities, meetings, and/or events and work with supervision in accordance with prescribed treatment plans/activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and assist with creating action plans. Specific abilities required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; communicating respectfully and effectively orally and in writing with students and adults of varied cultural and educational backgrounds; reading, interpreting, following, and applying rules, regulations, policies, procedures and treatment plans; establishing and maintaining effective working relationships with others; and maintaining confidentiality.

#### **RESPONSIBILITY**

Responsibilities include: working under supervision using standardized practices and/or methods; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

#### **WORKING ENVIRONMENT**

Office, classroom or community-based settings. Includes traveling to various sites within the District to provide services. Requires physical ability to sit, reach, grasp, stoop, bend, push, pull, kneel, and stand for extended periods of time.

## **EXPERIENCE**

Sufficient experience to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience could include: one year of experience providing direct therapy to language/speech impaired individuals in a clinical or education setting.

## **EDUCATION**

Sufficient education to meet the requirements for valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology Board, typically possession of an associate's degree in speech-language pathology, or graduation from a speech-language pathology assistant certificate program.

## **REQUIRED TESTING**

Pre-employment proficiency test.

## **CERTIFICATES**

Possession of valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology Board.

Possession of a valid Class C California Driver's License and availability of private transportation (mileage expense allowance provided).

## **CONTINUING EDUCATION/TRAINING**

As required by the State of California to maintain current, valid registration as a Speech/Language Pathology Assistant.

## **CLEARANCES**

Criminal Justice Fingerprint/Background Clearance; TB Clearance.