



Position: **Speech Language Pathology Assistant**
Department: **Special Education**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 49**

DEFINITION

Under the supervision of a credentialed Language, Speech and Hearing Pathologist, assist 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, and maintain records and documentation on students.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Principal or designee.

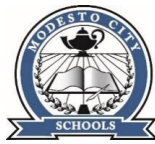
EXAMPLE OF RESPONSIBILITIES

1. Assist in providing student speech therapy services according to IEP goals and treatment plans developed by the credentialed Speech and Language Pathologist (SLP).
2. Assist with the development of IEP goals and objectives for assigned students.
3. Conduct speech-language screenings without interpretation, as directed by SLP.
4. Provide direct speech and/or language treatment services as directed by SLP.
5. Follow the implemented or documented treatment plans/IEPs developed by supervising SLP.
6. Document students' progress toward IEP goals and objectives by preparing charts, records, graphs, or other means of documentation.
7. Assist SLP during assessments.
8. Assist in student scheduling.
9. Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment.
10. Adapt or modify instructional materials as determined by student needs for teacher use in the classroom.
11. Observe and control behavior and interaction of students according to approved procedures.
12. Inspect, maintain and operate augmentative devices and equipment.
13. Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology.
14. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
15. Perform other related duties as assigned.

JOB REQUIREMENTS

Knowledge of:

- Fluency in written and spoken English.
- Core subject areas.
- Child Development.
- Code of Professional Conduct for Educational Interpreters.



Position: **Speech Language Pathology Assistant (continued)**

JOB REQUIREMENTS (continued)

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience

- Six months of paid or volunteer experience in a Speech and Language Pathology Assistant program.

Education:

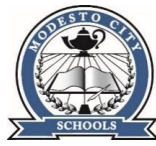
- An Associate's degree from a Speech and Language Pathology Assistant program.

License/Certificate(s)

- Registration as a Speech and Language Pathology Assistant with the State of California.

Physical Characteristics:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.



Position: **Speech Language Pathology Assistant (continued)**

- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.
- Sufficient physical ability to sit or stand for prolonged periods of time.
- Sufficient physical ability to reach horizontally and vertically with arms.

Board Approved: 8/14/06
Reclassification/Equity Adjustment Committee Revised and Approved: 9/30/22