

SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**DEFINITION:**

Under the direction of the Assistant Director of Student Support Services and the general supervision of a California licensed and credentialed Speech and Language Pathologist, a Speech and Language Pathology Assistant provides instruction and therapy specific to the area of speech and language communication. The Speech and Language Pathology Assistant will provide training and demonstrate the use of Augmentative and Alternative Communication (AAC) devices.

QUALIFICATIONS:**Experience:**

- Any combination of experience and training that provides the required knowledge and skill.
- Two (2) years of Speech and Language Pathology Assistant experience preferred in educational or clinical settings

Education:

- Certification of completion of a Speech and Language Pathology Assistant program
- Registration as a Speech and Language Pathology Assistant with the State of California
- Bachelor's degree in Speech and Language Pathology with a California State license

Other:

- Possession of a valid California driver's license

KNOWLEDGE OF:

- Speech, Language, and communication related equipment; materials and related procedures
- Language development, articulation, developmental learning patterns including behavior management techniques strategies for students who are eligible for support
- Management techniques and strategies
- English usage, punctuation, spelling, and grammar
- Basic arithmetical concepts
- Record keeping and record management
- Student goals and objectives
- Learning problems for children with special educational needs
- Personal computers and software, including word processing, learning and educational software, and augmentative communication devices and systems

DISTINGUISHING CHARACTERISTICS:

The ability to:

- Understand and carry out oral and written directions, including behavior intervention plans
- Utilize specialized communication systems and devices
- Assist in the educational program of assigned student(s)
- Demonstrate an understanding, patient, and receptive attitude toward children
- Learn and utilize current speech and language methods and procedures to be followed in an instructional setting
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Deal effectively with attitudes and behaviors of students
- Tactfully communicate in both oral and written form
- Interface effectively with supervisor
- Manage and use time effectively
- Maintain student performance documentation
- Assist a Speech and Language Pathologist
- Operate standard office equipment including computer, copier, etc.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides direct and group therapy and follow documented treatment plans or protocols
- Document student performance such as tallying data, preparing charts, records, and graphs, and reports information
- Assist with documentation as directed
- Assist with clerical duties such as preparing materials and scheduling activities
- Perform checks and maintenance of equipment
- Assist instructional personnel in the implementation of Individual Education Programs (IEPs)
- Support the supervising Speech and Language Pathologist in research, projects, and in-service training programs
- Assist with departmental operations such as scheduling, record-keeping, and safety/maintenance of supplies and equipment
- Collect data for quality improvement
- Exhibit compliance with State and Federal regulations
- Perform other duties as may be assigned

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: 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, enter data into a computer, and operate a vehicle.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; navigate around school campuses, see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this itinerant position will be required to work indoors in a standard classroom, outdoors, and come in direct contact with district staff and the public.