

**CLASSIFICATION TITLE: *Speech and Language Pathology Assistant***

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under the direction and supervision of the Speech and Language Specialist completes a variety of tasks such as, but not limited to, activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities.

**DIRECTLY RESPONSIBLE TO:**

Under the immediate supervision of the Speech and Language Pathologist and general supervision of the site Administrator or Senior Coordinator of Special Education.

**SUPERVISION OVER: None**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Conducts speech and language screenings, without interpretation, and using screening protocols developed by the supervising Speech and Language Specialist; provides direct treatment assistance to students under the supervision of the credentialed Speech and Language Specialist; follows and implements documented treatment plans or protocols developed by the supervising Speech and Language Specialist; documents student progress toward meeting established objectives, and reports the information to the supervising Speech and Language Specialist; assists the Speech and Language Specialist during assessments, assisting with formal documentation, preparing materials, and performing clerical duties; prepares therapy materials and/or equipment for use in the classroom and therapy activities; 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 classroom environment; implements behavior management programs for students as designed by certified staff, observes and reports significant student behavior, behavioral patterns, and/or other problems to the speech and language therapist; assists in maintaining appropriate behavior in the classroom and between classroom activities; prepares various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed; performs related duties as assigned.

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

**MINIMUM QUALIFICATIONS**

**Education and Experience Requirements:**

Associate degree in and/or graduation from a speech-language pathology assistant certificate program; OR, Bachelors degree in speech-language pathology or communication disorders.

**Licenses and Certificates:**

Current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and must maintain current registration throughout employment in this classification.

Desirable Qualifications:

Certification in CPR and First Aid; Expressive and receptive second language or sign language

Knowledge of:

Speech and language pathology equipment, materials, and procedures; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation; learning patterns in children; student behavior management techniques and strategies; learning problems of children with special education needs; English usage, punctuation, spelling, grammar, and math; routine recordkeeping.

Skills and Ability to:

Deal effectively with attitudes and behaviors of students; effectively and tactfully communicate in both oral and written forms; interface effectively with supervisor; manage and use time effectively; demonstrate appropriate conduct; maintain a facilitating environment for assigned tasks; select, prepare, and present materials effectively; maintain student performance documentation; assist speech and language therapist; use a variety of screening tools and protocols; appropriately administer and score screening tools; manage screenings and documentation; communicate screening results and all supplemental information to supervisor; manage behavior and therapy program; 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.

Special Requirements:

Essential duties require, but are not limited to, the following physical abilities:

Facility to 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; facility to see, read and distinguish colors, a computer screen, educational materials, books and other printed matter, with or without vision aids; manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands; facility to hear and understand speech at normal classroom levels and outdoors, and to hear and understand speech on the telephone; facility to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone; facility to move quickly on uneven terrain, play yards, and school grounds; facility to push wheelchairs or pull wagons with student; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead; 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.