

**SPEECH/LANGUAGE PATHOLOGY ASSISTANT**

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**Purpose Statement:**

The job of Speech/Language Pathology Assistant is done for the purpose/s of assisting in providing services for eligible students with speech and language disorders including articulation/phonology, motor speech, voice, fluency, hearing and language and in the training and use of augmentative and alternative communication under the direction of the Speech/Language Pathologist.

This job reports to Director of Student Support Services

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**Essential Functions**

- Accompanies students for the purpose of therapy sessions.
- Assists the speech pathologist staff during assessment of students for the purpose of maintaining the confidentiality of information relating to students and their families.
- Conducts speech/language screenings following specified screening protocols developed by certificated speech/language pathologist staff for the purpose of assisting staff.
- Follows therapy procedures and protocols developed by the speech pathologist staff; documents and reports pupil progress toward meeting established goals and objectives as stated in the student's Individualized Education Plan (IEP) for the purpose of assisting staff.
- Maintains comprehensive records and materials relating to screening results and therapy sessions for the purpose of communicating information to certificated staff.
- Participates in classrooms/school/district activities as requested by speech/language pathology staff; attends conferences and workshops related to speech/language pathology services for the purpose of assisting staff.
- Performs related duties as assigned for the purpose of assisting staff.
- Prepares a variety of materials including charts and other display data information; provides record keeping for student data files and performs related office support tasks for the purpose of assisting staff.
- Provides direct treatment assistance to identified students; prepares work areas and materials for the purpose of use during speech/language sessions.
- Researches resources and methods (e.g. intervention and treatment techniques, screening tools and methods, community resources, etc.) for the purpose of assisting the speech pathologist in addressing specific student needs; attends inservice training and other related activities.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: are required to perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: maintaining accurate records and preparing reports, operate a computer and related software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: is required to perform technical aspects in the field of speech/language pathology, effectively use speech/language pathology equipment and materials, follow established procedures and protocols, demonstrate strong oral and written communication skills and strong reading and writing skills in English and Spanish.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: required to collaboratively schedule sessions and activities, gather, collate and classify data, and consider a variety of factors when selecting materials. Flexibility is required to work with others in a wide variety of circumstances and with a diversity of individuals and groups. The ability to use appropriate oral and written language in contacts with pupils, parents and district staff is required along with the ability to establish and maintain effective working relationships with others. In working with others, problem solving is required to analyze situations accurately and adopt an effective course of action. The ability to plan and organize work and to meet schedules and timelines is required as is the ability to work independently with little direction. Specific abilities required to satisfactorily complete the functions of the job include the ability to read, interpret, apply and explain rules, regulations, policies and procedures; communicate honestly clearly, accurately coherently and concisely; and to respect and consider age, gender, cultural/linguistic background and related factors when providing services.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Required Testing**

Pre-Employment Drug Screening  
Pre-placement medical physical exam

**Certificates & Licenses**

Speech Language Pathology Assistant Certificate  
Valid California Driver's License and availability of private transportation

**Continuing Educ. / Training**

Maintain Certification(s)

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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<b><u>FLSA Status</u></b>	<b><u>Approval Date</u></b>	<b><u>Salary Grade</u></b>
Not Evaluated	5/10/2006	Clsfd 28