



Job Description

Title: Speech and Language Pathology Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: Executive Director, Pupil Services	Supervises: N/A	Range: 29
Department: Lakeside Early Advantage Preschool Programs (LEAPP)	Bargaining Unit: Classified	Approved: 12/19/2019

JOB SUMMARY:

Under the direction of the Executive Director, Pupil Services, assist Speech and Language Pathologists in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; maintain records and documentation on students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Speech and Language Pathologist in providing student speech therapy services according to Individualized Education Program (IEP) goals and treatment plans developed by speech language pathologist; assist with the development of IEP goals and objectives for assigned students; maintain confidentiality of sensitive and privileged information.
- Assist the Speech and Language Pathologist in the assessment of student communication skills, without interpretation of results; assist with conducting speech language screenings using appropriate prescribed techniques and devices and confer with speech language pathologist regarding student progress.
- Provide assistance to education staff as a case management team member through consultation, training and individual and group activities.
- Prepare daily logs of student sessions and document student progress toward speech and language IEP goals and objectives; prepare charts, records, graphs or other documentation as requested.
- Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment; adapt or modify instructional materials as determined by student needs for Pathologist use in the classroom.
- Observe and control student behavior and interaction according to approved procedures.
- Create, prepare, order, distribute and present materials and supplies to obtain the educational objectives of the students.
- Attend and participate in meetings and in-service trainings as assigned.
- Assist with other activities as requested including copying materials, responding to calls or emails, or participating in yard duty.
- Operate standard office equipment including a computer and assigned software; operate alternative communication devices and equipment; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands 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.

Knowledge of:

- General principles, practices, procedures, theories and techniques involved in providing speech and language therapy to students with various handicapping conditions.
- Language, articulation and hearing disorders.
- Child guidance and development principles and practices related to children with special needs.
- Problems and concerns of students with special needs.
- Basic instructional methods and techniques.
- Operation of standard office and classroom equipment used in speech and language therapy.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques.

Skills/Ability to:

- Assist in reinforcing therapy and instruction to individual or small groups of students with speech and language disabilities.
- Monitor and assist with the implementation of speech and language therapy and treatment plans.
- Assist in providing therapy in receptive and expressive language, articulation, voice and other communication skills.
- Assist with screening and assessing students to identify need for speech and language services.
- Perform a variety of clerical duties including typing, filing and duplicating materials.
- Assist students with completing exercises, drills and assignments.
- Monitor, observe and report student progress.
- Demonstrate an understanding, patient and receptive attitude toward special education students.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Operate standard office and classroom equipment.
- Observe health and safety regulations.
- Maintain various records and logs related to work performed.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Associate degree and a certificate of completion of a Speech Language Pathology Assistant program or,
- Bachelor's degree in speech language pathology or communication disorders.

Licenses, Certifications and other Requirements:

- Valid and current California Speech/Language Pathologist Assistant certificate.
- Valid California Class C driver's license.
- Twelve Continuing Education Units (CEU) every two years.
- Valid First Aid and CPR Certificates.
- Alternative Communicative Devices Training.
- Behavior Training/Autism.

WORKING CONDITIONS:**Work Environment:**

- Indoor environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate standard office and classroom equipment.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

