

SPEECH & LANGUAGE PATHOLOGIST ASSISTANT

DEFINITION

Under the general direction of the Speech Pathologist or under the immediate direction of the site administrator, provides 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 severe speech and language disorders as well as physical and emotional disabilities.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Conducts speech-language screenings.
2. Follows documented therapy plans of protocols.
3. Documents student progress; assist with informal documentation.
4. Assists Speech-Language Pathologist during assessment.
5. Prepares therapy materials and/or equipment for use in classroom and therapy activities.
6. Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.
7. Schedules activities, prepares charts, records, graphs, or otherwise displays student performance data.
8. Performs checks, troubleshooting, and maintenance on augmentative communication devices and equipment.
9. Participates in research projects, in-service training, and public relations programs.
10. Deals effectively with attitudes and behaviors of students.
11. Effectively and tactfully communicates in both oral and written forms.
12. Interfaces effectively with supervisors.
13. Manages and uses time effectively.
14. Selects, prepares, and presents therapy materials effectively.
15. Maintains student performance documentation.
16. Assists Speech-Language Pathologist; uses a variety of screening tools and protocols.
17. Maintains a facilitating environment for assigned tasks.
18. Demonstrates professional conduct.
19. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar, and punctuation; effective record keeping practices and procedures; phonetics; human anatomy and physiology; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation; clinical methods and procedures; hearing disorders and aural rehabilitation.

Ability to:

Do simple math to compile reports, and maintain records and status reports; recall facts, figures, names, faces, and information; complete tasks in a timely manner; interact successfully with parents, students, supervisors, school staff, and community agency representatives; make independent decisions to respond to student requests and needs, and to select appropriate techniques to be used with students; meet accuracy and productivity requirements to perform the required tasks of this position;

communicate in English; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Associate's degree with coursework in speech and language pathology; twelve months of employment as a speech aide with training and experience that is recognized by the state licensing board.

License/Certificate Requirement:

Possession of a valid California Driver's License.

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a school setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.