

JOB TITLE: SPEECH/LANGUAGE PATHOLOGIST ASSISTANT

BASIC FUNCTION

Under the direction of a credentialed Speech Pathologist, to assist in providing instruction specific to the area of speech and language communication to students identified as having special needs; to monitor the use of communication devices and systems; to serve as a resource to other school personnel working with speech/language impaired persons; and to perform related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Tutor or drill students, both individually and in groups, utilizing established lesson plans and designed Individualized Education Plan (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills
- Prepare learning materials and assist students in use of alternative communication methods and a variety of computerized speech and language communication devices
- Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling and laminating as needed
- Assists speech/language specialist during assessment of students
- Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional needs, creating an orderly and clean classroom environment, etc
- Implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities
- Perform a variety of classroom-associated clerical work such as sorting, filing, record keeping, setting up and maintaining files, recording attendance, completing forms, etc., using a variety of office machines including computer, typewriter, photocopier, and telephone
- Provide assistance to students with severe disabilities, who may be included in a regular or special education program for non-severely disabled students, such as physical assistance in mobility

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Language development in children
- Articulation development
- Learning patterns in children
- Speech/language pathology equipment, materials and procedures
- Child behavior and behavior modification
- Specialized communication systems and devices
- Record keeping techniques
- Generally accepted standards of health, sanitation and personal hygiene
- Correct English usage, grammar, punctuation spelling and vocabulary
- Basic subjects taught in District schools including first aid
- Personal computers and software, including word processing, learning and educational software

Ability to:

- Interpret, understand and follow students educational plans and courses of study
- Utilize current speech/language methods and procedures in an instructional setting
- Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development through continuous participation in workshops, in-services and other training

- Work with students having a broad range of learning and/or physical disabilities
- Demonstrate an empathetic, patient, and receptive attitude with students; interpret
- Motivate and encourage positive learning patterns and behavior of students with disabilities and special learning needs
- Understand and follow oral and written directions
- Operate a variety of office and classroom machines and equipment, such as copy machines, cassette recorders, computer, telephone, etc
- Perform routine clerical work such as typing, sorting, cutting, filing and duplicating
- Keep accurate records
- Establish and maintain effective relationships with those contacted in the course of work
- Demonstrate adaptability to changing circumstances and priorities within the learning environment
- Demonstrate a willingness to work collaboratively as an educational team member
- Serve as an appropriate language model
- Hearing and speaking to exchange information and make presentations

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

A minimum of six (6) months experience working with children in a structured environment, preferably children with speech and language disabilities.

Education:

An Associate’s degree in Speech-Language Pathology Assistant or graduation from a Speech-Language Pathology Assistant Program.

LICENSE AND CERTIFICATE REQUIREMENT

- Possession of a valid up-to-date First Aid Certificate, including training in CPR
- A valid California driver’s license with no license restrictions which could affect driver’s ability to perform necessary tasks

CONDITION OF EMPLOYMENT

Drive to various District sites. Insurability by the District liability insurance carrier. Registration with the Speech/Language Pathology and Audiology Board as a Speech/Language Pathology Assistant is required within six (6) months of appointment.