

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of a Speech and Language Pathologist, assist in reinforcing instruction and therapy to individual students with various disabling conditions; assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation skills; program and provide instruction in the proper use of Augmentative Alternative Communication (AAC) devices.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assist a speech and language pathologist (SLP) in reinforcing instruction and therapy to individual students with various disabling conditions; confer with the pathologist concerning lesson plans and materials to meet student needs; ensure compliance with HIPAA and other applicable laws, rules, regulations and treatment procedures.

Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation skills; assist students with letter and word pronunciation and recognition; assist in executing specific components of the treatment plan developed by SLP; modify learning activities to meet student needs and individual skill levels; monitor the behavior conduct of students during learning activities; clean therapy materials and classroom as directed.

Program and provide instruction in the proper use of AAC devices; maintain AAC equipment and devices in proper working condition.

Assist students with meeting educational goals and objectives; research resources to help students achieve goals; assist in the assessment of student speech, language and articulation skills; report progress regarding student performance and behavior.

Assist in providing therapy in receptive and expressive language, articulation, stuttering and voice; assist with the implementation of effective remediation strategies; assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.

Perform a variety of clerical duties in support of speech and language pathology activities such as preparing, typing, duplicating, assembling and filing instructional materials; prepare charts and graphs; compile and maintain various logs and records related to students, learning activities, achievements, Individualized Educational Plan's (IEP) and assigned duties.

Consult with SLP, teachers, parents/guardians and others to assist in the development of treatment plans; communicate with staff and various outside agencies to exchange information and resolve issues or concerns.

Attend meetings, conferences and screening activities as assigned.

Operate a variety of office equipment including a copier, fax machine, telephone, computer and assigned software; operate hearing aids; operate AAC equipment and devices.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices, procedures and techniques involved in providing speech and language therapy to individual students with various disabling conditions.

General remediation strategies involved in the enhancement of student speech, language and articulation skills.

Child guidance principles and practices related to children with special education needs.

Problems and concerns of students with special needs.

Basic instructional methods and techniques.

Classroom procedures and appropriate student conduct.

Operation of standard office and classroom equipment. Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

**ABILITY TO:**

Assist a speech and language pathologist in reinforcing instruction and therapy to individual students with various handicapping conditions.

Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation skills.

Assist with the implementation of effective remediation strategies.

Assist students with meeting educational goals and objectives.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Demonstrate an understanding, patient and receptive attitude toward special education students.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing in English. Understand and follow oral and written instructions.

Operate standard office and classroom equipment.

Observe health and safety regulations.

Maintain various records related to work performed.

**EDUCATION AND EXPERIENCE:**

Completion of a college-level speech and language pathology assistant program and two years of experience working with children in a learning environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid and current Speech and Language Pathology Assistant license issued by the California Department of Consumer Affairs.

Incumbents in this classification may be required to possess a valid California's driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.

Driving a vehicle to conduct work as assigned.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

The ability to see to read a variety of materials.

Hearing and speaking to exchange information.

DATE WRITTEN: 02/22/19

P.C. APPROVED: 03/21/19