

SPEECH LANGUAGE PATHOLOGY ASSISTANT (DISTRICT)

CL:24

DEFINITION

The job of Speech Language Pathology Assistant (SLPA) is to assist, under both direct and indirect supervision, with supplementing, enhancing, and extending speech-language pathology services for pupils with speech and language disorders including, but not limited to articulation/phonology, cognition, language, motor speech, voice, fluency, and hearing disorders.

DUTIES

Provide direct treatment assistance to students under the direct and/or indirect supervision of the Speech/Language Pathologist (SLP): Follow and implement documented treatment plans developed by the supervising SLP, providing services one on one, in small groups, and/or in a classroom; Assist with and/or in the development of activities to address treatment plans; Document progress toward meeting established objectives and reporting information to SLP supervisor; Conduct speech language screenings without interpretation as determined by the supervising SLP; Assist the SLP during assessments including but not limited to formal documentation, preparing materials, translating and performing clerical duties for the supervising SLP; Act as an interpreter for non-English speaking students and family members, as appropriate; Schedule and prepare charts, records, graphs, and data; Perform activities related to the use and maintenance of equipment; Accompany students to and from therapy sessions; Maintain confidential files and compliance information pertaining to pupils and their families; Maintain student files, records, perform record keeping and basic clerical functions, scheduling, copying, etc; Comply with confidentiality requirements; Attend meetings as assigned for the purpose of conveying and or gathering information required to perform SLP functions; Establish and maintain effective working relationships with school staff, students and parents; Maintain reliable transportation for travel to differing school sites; Possess ability to interact professionally and appropriately with children, staff, and parents; perform a variety of duties involving frequent changes of tasks, aptitudes, techniques, procedures, etc.; attain precise set of limits, tolerances, and/or standards; Performs other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS

KNOWLEDGE: Technical aspects of field of specialty; speech language pathology equipment, materials and procedures; oral and written communication skills; reading and writing English communication skills.

ABILITY: Must be able to operate standard office equipment including computers and related software applications; use appropriate oral and written language in contacts with pupils, parents, and district staff; plan and organize work; meet schedules and time lines; perform effectively under stress; make judgments and decisions; sit for prolonged periods of time; physical abilities include lifting / carrying / pushing / pulling / reaching / handling / keyboarding / talking / hearing conversation / near visual acuity/depth perception. Enthusiasm for and interest in the instructional program; Ability to communicate with and understand the needs of pupils; Ability to work harmoniously with the public, pupils, and staff; Personal appearance, grooming, and language patterns which will provide a satisfactory example to pupils; Ability to follow written and oral

I.U.S.D. – Speech Language Pathology Assistant (SLPA)

instructions. In some cases, this position may require a rudimentary ability to read, write, and compute in Spanish. However, all persons aspiring to this position are required by the district's Educational Master Plan to demonstrate a minimal level of proficiency to read, write, and compute in English; ability to provide private transportation.

EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized school or program for Speech Language Pathology Assistant as part of an Associate of Arts or Science degree including specialized coursework, observation supervision and fieldwork experience. Prior experience in educational or clinical settings is preferred.

EDUCATION:

High School diploma or equivalent; Possession of a valid Speech Language Pathology Assistant license with the California Speech Language Pathology and Audiology Board or be able to obtain one within 2 years of availability of training; Possession of a valid California Drivers' License and evidence of insurability; continuing education to maintain SLPA license.

NORMAL TERMS OF SERVICE

Seven hours per work day, ten months per year.

IMMEDIATE SUPERVISORS(S)

Speech/Language Pathologist (SLP)
Director of Special Education
School Principal

REPORTING SUPERVISOR

Director of Special Education

REVIEWING OFFICER

Director of Special Education

APPROVED: 11/18/10