

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

SPEECH / LANGUAGE PATHOLOGY ASSISTANT

DEFINITION

Under general supervision of a Credentialed speech-language specialist, to provide speech therapy services to special education students in accordance with the Individual Education Program (IEP) prescriptions; to perform duties in support of case management of services for students and maintain records and documentation on students; and to perform related duties as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide speech therapy practice / assistance according to Individual Education Program (IEP) goals and the intervention plan developed for the student. E
- Assist the speech-language specialist in the assessment of students' communication skills. E
- Conduct speech-language screenings, using appropriate prescribed techniques and devices; consult with the speech-language specialist on student progress. E
- Assist with the development of IEP goals and objectives. E
- Attend IEP meetings held for a student, report findings and recommendations, as approved by the speech-language specialist. E
- Provide assistance to educational staff as part of case management through consultation, training and direct individual and group activities. E
- Document student progress toward IEP goals and objectives by preparing charts, records, graphs, or other means of documentation. E
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities such as picture cards, worksheets and audio equipment. E
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom. E
- Check and maintain augmentative communication devices and equipment. E
- Assists in a variety of clerical tasks such as keeping records, files and reports related to assigned students. E

***Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990.**

DISTINGUISHING CHARACTERISTICS

A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team administering speech therapy to identified students in special education programs in accordance with the mandates of the Individuals with Disabilities Education Act. An incumbent works under the supervision of a credentialed Speech-Language Specialist in developing and providing services for individual students to improve their academic performance.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Child development and behavior • Speech/Language Development • Record keeping techniques • Individual and group speech therapy • First Aid • Generally accepted standards of health and sanitation • Personal hygiene practices • Phonetics • Language disorders • Articulation disorders • Hearing disorders 	<p>Ability to:</p> <ul style="list-style-type: none"> • Communicate effectively in writing and orally in a collaborative manner with students, parents, family members, District personnel and outside agencies • Keep accurate records • Work with children having mild to severe learning and/or physical disabilities or in some instances a combination of these disabilities • Work effectively with attitudes and behaviors of students • Motivate and encourage positive learning patterns and behavior to students with disabilities and special learning needs • Administer first aid or necessary physical assistance to ill or distressed students • Attend to hygienic and physical needs of students • Lift and position students into and out of orthopedic equipment and adjust equipment • Demonstrate adaptability to changing circumstances and priorities within the learning environment • Demonstrate confidence, tact, and the use of good judgment • Demonstrate a willingness to work collaboratively as an educational team member
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	<ul style="list-style-type: none"> • Travel by car to multiple work sites (schools, clinics, and offices) • Interface effectively with supervisor and administrative staff • Manage time effectively
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TRAINING AND EXPERIENCE

Graduation from an accredited college with an Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program are required. At least six months working with children in a structured environment, preferably with speech and language disabilities. Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

- Current registration with the State of California Department of Consumer Affairs Board of Speech Pathology and Audiology at the time of appointment.
- Some positions in this class may require the use of a personal automobile and possession of a valid California Class C Driver's license.
- Bilingual Certification: Some positions in this class may require the ability to effectively communicate, both orally and in writing in a language other than English. The following are examples of languages which may be desired for specific positions: Cantonese, Hmong, Khmer, Lao, Spanish, Tagalog, Thai, and Vietnamese. Selective certification in accordance with Education Code may be effected to meet this requirement.

PHYSICAL DEMANDS

Assisting the classroom personnel with lifting and positioning of students weighing 40 pounds or less in wheelchairs, or on/in other equipment, two aides will generally lift and position students weighing more than 40 pounds; some assignments require the operation of equipment used to lift, move, and position students weighing 40 pounds or more. On occasion, employee may be required to physically restrain students. May include kneeling, crouching or crawling on floor. The employee will assist in the cleaning and personal hygienic needs of students, and the cleaning of clinic/classroom equipment utilized during therapy sessions.

Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations of those disabilities to contact the Personnel Department for further information. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Personnel Commission approved: 11/12/03

Board of Trustees approved: 1/21/04