

JOB TITLE: SPEECH/LANGUAGE PATHOLOGY 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.

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT
SPEECH/LANGUAGE PATHOLOGY ASSISTANT – Page 2**

- 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 AND MENTAL DEMANDS

The physical requirements indicated below are examples the physical aspects that this position classification must perform in carrying out essential job functions.

- Hearing to model clear language speech.
- Speaking to model clear language speech.
- Sitting, standing, or walking for periods of time.
- Bending at the waist, kneeling or crouching to assist students.
- Seeing to read assignments and to monitor student activities.
- Dexterity of hands and fingers to operate office equipment, learning aides and instructional materials.
- Ability to lift a minimum of twenty (20) pounds.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

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

Education:

Possession of an Associates Degree in Speech/Language Pathology 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.