

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Speech and Language Pathology Assistant

**DESCRIPTION OF BASIC RESPONSIBILITIES:**

Under general direction, assists in providing speech and language therapy services and assessments to students with communication disorders; follows documented treatment plans developed by credentialed Speech and Language Therapist; performs related duties as assigned.

**SUPERVISOR:** Site Principal

**TYPICAL DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides speech therapy services as directed and developed by a certificated therapist; assists the therapist in assessment of student communication skills; conducts speech-language screenings using a variety of tools and protocols; provides direct treatment assistance to eligible students; prepares therapy materials and/or equipment for use in classroom and therapy activities; compiles, maintains and files records and documents concerning student progress toward meeting goals outlined in IEPs (Individual Education Program), and reports this information to the supervising therapist; assists therapist in planning and development of schedules, materials and activities; routinely checks and maintains the performance of communication devices and equipment; attends program related meetings, trainings and workshops; assists with departmental operations such as scheduling activities and preparing charts, records, graphs and other displays of student performance; collects data for quality improvement; may travel between schools district wide to conduct therapy sessions; provides assistance to educational staff when needed; attends meetings with professionals, parents and various service providers; complies with federal and state law, Board of Education rules and California Speech-Language Pathology and Audiology Board regulations.

**EMPLOYMENT STANDARDS (QUALIFICATIONS):**

**Education and Experience:**

Associate degree from a speech-language pathology assistant program; one year experience as a speech aide or assistant is preferred.

**Knowledge and Abilities:**

- Knowledge of laws, rules and regulations applicable to providing speech and language therapy services;
- Knowledge of speech and language therapy theories and practices;
- Knowledge of general techniques for working with groups and individuals with hearing, speech, language, cognitive, voice or articulation disorders;
- Knowledge of communication equipment and procedures;
- Knowledge of speech and language development in children, including articulation development and learning patterns in student behavior;
- Knowledge of behavior management strategies;

- Knowledge of correct English usage, spelling, grammar, and punctuation;
- Knowledge of interpersonal skills using tact, patience and courtesy;
- Knowledge of basic math skills, record keeping and record management practices;
- Knowledge of district-wide and departmental educational goals and objectives;
- Knowledge of personal computer hardware and software, including word processing, learning and educational software and specialized communication devices and systems;
- Knowledge of modern office procedures, practices and equipment;
- Ability to communicate effectively both verbally and in writing;
- Ability to understand and follow oral and written instruction;
- Ability to use specialized communication systems and equipment;
- Ability to compile program reports;
- Ability to establish and maintain records.

### **WORKING CONDITIONS:**

#### **Work Environment:**

Indoor office and classroom environment; drive a vehicle to conduct work.

#### **Physical Characteristics:**

Communicate to exchange information in person and on the telephone; hearing and speaking to model clear English speech; prepare and inspect documents and other written materials; operate office and communication equipment requiring repetitive hand movement and fine coordination; remain in a stationary position for extended periods of time; transport or move communicative devices and other objects up to 25 pounds.

#### **Licenses and Certificates:**

Must possess valid registration as a Speech-Language Pathology Assistant with the California Speech-Language Pathology and Audiology Board; possession of or willingness and ability to obtain a valid California Driver's License.