



**Vallecitos Elementary School District
Classified Job Description
Speech-Language Pathology Assistant
(Bi-Lingual Preferred)**

Description:

Under the supervision of an assigned administrator and direction of a Speech-Language Pathologist (SLP), assist in providing speech and language therapy services for eligible students according to the Individual Education Program (IEP) goals and/or treatment plans; document and report student progress toward meeting established goals and objectives; assist with in-service training and family/community education; perform clerical duties in support of the speech language pathologist and program activities. The incumbents in this classification assist in providing students with speech-language pathology assistance which directly supports student learning.

Job Functions:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Provide direct therapy services to identified students in speech, language, and communication, including articulation/phonology, cognition, motor speech, dysphagia, voice, fluency, craniofacial anomalies, hearing and child language, and in the training and use of augmentative and alternative communication; implement treatment plans for individual students in accordance with established IEP goals and objectives.

Assist speech-language pathologist with assessment of students, including assisting with formal documentation and transcription samples. Accompany students to and from therapy sessions and/or prepare for speech-language sessions.

Collaborate with the speech-language pathologist to monitor and adjust individual treatment and therapy programs and activities in response to student progress; document and report pupil progress toward meeting established goals and objectives.

Prepare learning materials and assist students in the use of augmentative alternative communication devices and equipment; prepare various teaching aids and materials, such as charts, pictures, word lists and other related items to accommodate the needs of the student.

Implement positive behavior management programs for student(s) as designed by certificated staff; observe and report significant student behavior, behavioral patterns and/or problems to the teacher/speech-language pathologist; assist in maintaining appropriate behavior in the classroom and between therapy activities.

Maintain and clean equipment; check and maintain equipment in proper working condition; perform daily checks on hearing devices (hearing aid or cochlear implant FM devices) to be used in therapy.

Assist in classroom organization activities, such as displaying educational materials; maintain classroom environment in a safe, clean and orderly condition; ensure the health and safety of students by following health and safety practices and procedures which may include lifting, toileting, and diapering as necessary.

Perform clerical duties in support of the speech-language pathologist and program activities, i.e., scheduling activities; preparing a variety of materials such as charts, graphs and other data display information; recordkeeping for student files and attendance; operate a variety of standard office equipment, including a computer and assigned software.

Maintain cooperative working relationships with students, staff, and parents; communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns; maintain confidentiality of information pertaining to students and their families.

Participate in staff meetings, in-service training programs and parent conferences as assigned; attend conferences and workshops as appropriate to maintain current knowledge, skills, and valid certification.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

Education and Experience:

Any combination equivalent to: high school graduation and possession of an Associate's degree in Speech-Language Pathology Assistant from a Board approved program, which includes 70 hours of fieldwork experience or at least nine months full-time work experience performing SLPA duties in a public school setting.

Knowledge, Skills, and Abilities:

Bilingual skills preferred.

General principles, methods, theories, practices, strategies, and techniques of speech-language pathology.

Speech-language pathology augmentative alternative communication devices, equipment, materials, and procedures.

Policies and objectives of assigned program and activities.

Child growth and development.

Common disabling conditions of children.

Problems and concerns of students with special needs.

Oral and written communication skills.

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

Recordkeeping and report writing techniques.

Operation of standard office equipment and a computer, including assigned software.

Child abuse reporting and related regulations.

Applicable health, medical, and safety regulations, methods, and terminology.

Applicable state and federal laws, codes, regulations, policies, and procedures including

those related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA).

Interpersonal skills using tact, patience, and courtesy.

Utilize specialized communication systems and devices, to assist in the educational development of language and articulation of assigned student(s).

Conduct speech-language pathology therapy activities and implement treatment plans for assigned students according to established goals and specifications.

Monitor, assess and assist with adjusting individual treatment and therapy programs and activities in response to student progress.

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 trainings.

Provide instructional support and assistance to students having a broad range of learning and/or physical disabilities.

Adapt materials and/or manipulatives to promote the specialized learning process of students.

Motivate and encourage positive learning patterns and behavior of students with disabilities and special learning needs.

Perform clerical duties related to classroom and/or program activities.

Operation of standard office equipment and a computer, including assigned software.

Maintain up-to-date certificates in CPR and first aid.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and work within the scope of authority. Work confidentially with discretion.

Follow District and Special Education procedures.

Physical Demands:

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and computer screens and monitor student behaviors.

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

Restrain students who become physically aggressive.

Seeing to read assignments and to monitor student activities.

Regularly lift disabled students in and out of specialized equipment.

Reaching overhead, above shoulders and horizontally, to retrieve and store materials.

Work Environment:

Indoor and outdoor working environment.

Driving a personal vehicle to conduct work.

Individual / Small Group instruction.

License:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Supervisor: Superintendent

Salary Schedule: Plan 9, Group 58/10

Board Approved: June 25, 2024