

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the supervision of an Assistant Principal and with the guidance of a credentialed Speech Therapist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned.

REPRESENTATIVE DUTIES:

- Provide student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech Therapist. **E**
- Assist Speech Therapist with conducting speech-language screenings and assessments using appropriate prescribed techniques and devices; confer with Speech Therapist regarding student progress. **E**
- Document student progress toward IEP goals and objectives by preparing records, logs, goal sheets or other means of documentation. **E**
- Provide assistance to educational staff as a case management team member through consultation, training, and individual and group activities; provide input into the development of IEP goals and objectives for assigned students. **E**
- Prepare therapy materials and equipment for use during therapy such as picture cards, worksheets, charts, audio equipment and computerized therapy applications and devices. **E**
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom, monitor use of augmentative alternate communication devices. **E**
- Inspect, maintain, and operate augmentative alternate communication devices and equipment; assist Speech Therapist in the research and selection of appropriate devices, software and equipment as assigned, train students, parents and staff in use of devices. **E**
- Observe and control behavior and interaction of students according to approved procedures; report significant student behavior and behavioral patterns; utilize positive restraint techniques according to established procedures as necessary. **E**
- Attend IEP meetings with a Speech Therapist to provide information as requested; maintain confidentiality of sensitive and privileged information. **E**
- Perform a variety of student case management support duties such as maintaining records, files and preparing reports related to assigned students, schedule appointments for students as necessary. **E**
- Operate a variety of office equipment including a computer, tablet and assigned Software.
- Attend a variety of meetings, workshops, and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology. **E**

KNOWLEDGE OF:

Speech and Language Development theories and practices.
Language, articulation, and hearing disorders.
Methods and techniques of individual and group speech therapy.
Principles of child development and behavior.
Operation and maintenance of augmentative alternate communication devices and equipment.
Phonetics.
Record keeping and report preparation techniques.
Safe practices in classroom activities.
Laws, rules, and regulations related to assigned program and activities.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Operation of office equipment including a computer and assigned software.

ABILITY TO:

To provide specialized speech and language services for students, as permitted by license.
Assist with conducting speech-language screenings and assessments.
Maintain records and prepare reports related to assigned students and activities.
Observe and manage behavior of students according to approved procedures.
Observe health and safety regulations.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Operate and maintain augmentative alternate communication devices and equipment.
Establish and maintain effective relationships with those contacted in the course of work.
Maintain confidentiality of sensitive and privileged information.
Demonstrate tact and the use of good judgement.

EDUCATION AND EXPERIENCE:

An Associates degree with a major in Speech and Language Pathology Assistant.
Six months of field experience working with individuals with speech and language disabilities in a structured environment, supervised by and ASHA-certified speech and language pathologist.

LICENSES AND OTHER REQUIREMENTS

Registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

**WORKING CONDITIONS:
ENVIRONMENT:**

Driving a vehicle to conduct work.
Classroom and school site environment.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; walking.
Bending at the waist, kneeling, or crouching to assist students.
Lifting and carrying equipment.
Hearing and speaking to exchange information and provide assistance to students.
Seeing to read assignments and to monitor student activities.
Dexterity of hands and fingers to operate specialized equipment and standard office equipment.
Reaching overhead and above shoulders to reach supplies.

6/14/2021
SMJUHSD
Range 28