

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	SPEECH LANGUAGE PATHOLOGY ASSISTANT
Job Family:	Student Services
Reports to:	Director-Special Education
Salary Level:	Range 33
Calendar:	Classified School Year

SUMMARY:

Under the direction of the Director of Special Services and direction from a Speech & Language Pathologist, works independently and with others to assist a certificated Speech & Language Pathologist in providing speech therapy services to identified students with speech and language disorders according to the students' Individualized Education Programs (IEP); prepare instructional and testing material for speech therapy sessions and intervention services; assist with data collection and documentation of student therapy progress; assist students with the use of assistive technology devices for communication; perform a variety of clerical and supportive tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist a Speech & Language Pathologist in providing educationally related direct speech therapy services to identified students designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication according to the students Individualized Education Programs (IEP).
- Under supervision of a Speech & Language Pathologist, provide direct treatment assistance to students by implementing individual and group speech therapy sessions; follow and implement documented treatment plans or protocols developed by a supervising Speech & Language Pathologist; conduct speech-language screenings without interpretation using screening protocols; provide input and regarding student progress towards goals and objectives for assigned students.
- Develop and prepare instructional materials and equipment for speech therapy sessions, intervention services and assessments; adapt or modify instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.
- As directed by the supervising Speech & Language Pathologist, assist in the monitoring student behavior; assist in shaping student's behavior through positive reinforcement and other strategies.
- Collect data for monitoring quality improvement; input data into an assigned computer system; documents student goals and therapy progress; assist the Speech & Language Pathologist during assessments of students' abilities in articulation, language, voice, and fluency.
- Perform a variety of clerical and supportive tasks for the Speech & Language Pathologist.
- Perform checks, maintain and troubleshoot alternative and augmentative communication (AAC) devices and equipment.
- Communicate with teachers, school personnel to coordinate activities, resolve issues and conflicts and exchange information.
- Compile and maintain activity schedules, charts, graphs, records and files, therapy session notes; prepares informal records and reports as directed.
- Attend and participate in meetings, in-services and trainings as assigned.
- Drive a vehicle to conduct work.
- Operate a variety of office equipment, a computer and assigned software; utilize a variety of therapeutic equipment and devices including augmentative communication (AAC).
- Exhibit compliance with regulations and reimbursement requirements.
- Prepare therapy materials and/or equipment for use in therapy activities

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: bachelor's degree in speech & language pathology or communicative disorders OR hold an associate's degree in speech & language pathology assistant from a Board approved SLPA program and one year experience working with children in an educational or organized learning environment.

Licenses and other Requirements

- Valid California Speech Language Pathology Assistant (SLPA) license.
- Valid California Driver's License with proof of insurance.

Knowledge of:

- Practices, terminology and techniques involved in the assessment and treatment of speech-language disorders.
- Hearing disorders and aural rehabilitation.
- Principles, procedures and equipment utilized in speech-language therapy.
- Child growth, development, and behavior.
- Problems and concerns of students with special needs.
- Phonetics training methods.
- Human anatomy and physiology.
- Normal speech, language, and hearing development.
- Language, articulation, hearing disorders and rehabilitation.
- Community agencies and referral sources.
- Local, State and federal standards and requirements governing speech-language therapy programs.
- Applicable laws, codes, regulations, policies and procedures.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- District organization, operations, regulations, policies and objectives related to position.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping procedures and practices.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills
- Operation of a variety of office equipment, a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Under direction of a Speech & Language Pathologist, provide educationally related speech therapy services to identified special education students.
- Under direction of a Speech & Language Pathologist, plan and prepare direct therapy sessions that align with students IEP and speech goals.
- Conduct speech-language screenings, without interpretation, and using screening protocols developed by the supervising Speech & Language Pathologist.
- Assist with conducting speech and language screenings under the supervision of a Speech & Language Pathologist.
- Select and prepare appropriate speech and language therapy materials with the supervision of a Speech & Language Pathologist.
- Collect, record, and report data related to student treatment, progress and IEP goals.
- Utilize therapeutic equipment and devices as needed.
- Maintain confidentiality of information pertaining to students and their families.
- Assist a Speech & Language Pathologist during assessments, including but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for a supervising Speech & Language Pathologist.

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Operate a variety of office equipment, a computer and assigned software.
- Prepare and maintain of a variety of reports, records and files.
- Provide effective implementation of treatment objectives.

DESIRED QUALIFICATIONS:

- Bilingual/biliterate in English and Spanish.
- Possess strong written, verbal communication and presentation skills.
- Experience in working with children who have speech and language disabilities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor/Classroom environment.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to monitor children and to view and read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, stooping, reaching, kneeling or crouching to assist students.
- Sitting or standing for extended periods of time.
- Lifting, carrying, and pushing light objects or materials.

Hazards:

- Potential contact with dissatisfied or abusive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA _____ DATE 6-12-18
 DISTRICT _____ DATE 4/12/18

Board Approved: May 24, 2018