

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SPEECH/LANGUAGE PATHOLOGY ASSISTANT (SLPA)

BASIC FUNCTION:

Under the direction of the assigned administrator, assists a Speech and Language Pathologist and staff in providing speech/language therapy services for students with communication disorders according to the students' Individualized Education Programs (IEP); prepares instructional and testing material for speech therapy sessions and intervention services; assists with data collection and documentation of student therapy progress; performs a variety of clerical duties; maintain records and documentation on students' progress.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists the Speech and Language Pathologist in the assessment of student communication skills, without interpretation of results; assists with conducting speech language screenings using appropriate prescribed techniques and devices.

Assures the health and safety of students in the classroom and other learning environments by following health and safety practices and procedures.

Communicates with teachers and other members of the instructional team regarding assigned students' daily progress; participates in needs assessments and assisting in evaluating progress.

Develops and prepares instructional material for speech therapy sessions, intervention services and assessments; adapts or modifies instructional materials and equipment as determined by student needs and abilities for use in the classroom.

Drives a vehicle to various sites to conduct work; transports supplies and equipment required for evaluations and treatment to a variety of sites.

Maintains and operates augmentative communication devices and equipment; assist students in the use of appropriate communication technologies such as hearing aids, augmentative communication devices.

Maintains files, records, progress reports, activity logs, attendance, treatment plans, required documentation; documents student progress toward IEP goals and objectives.

Observes and controls student behavior and interaction according to approved procedures.

Operates standard office equipment including a computer and assigned software; operates augmentative communication devices and equipment.

Performs a variety of clerical duties such as preparing, duplicating, assembling and filing instructional materials.

Prepares therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment; adapt or modifies instructional materials as determined by student needs for Speech and Language Pathologist use in the classroom.

Schedules and coordinates meetings and activities on behalf of the Speech and Language Pathologist with a variety of individuals as directed.

Under supervision of a Speech and Language Pathologist, provides direct treatments to students by implementing individual and group speech therapy sessions for students with speech and language disorders according to Individual Education Program (IEP) goals and treatment plans; follows and implements documented treatment plans or protocols developed by a supervising Speech and Language Pathologist.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General practices, terminology, techniques involved in assisting with providing speech/language therapy to students with speech-language disorders.

General remediation strategies involved in the enhancement of student speech, language and articulation skills.

Applicable Education laws, codes, rules and regulations.

Child guidance principles and practices related to children with special education needs.
Correct usage of speech and language patterns, and oral communications, including basic linguistics.
Normal speech, language, and hearing development.
Basic instructional methods and techniques.
Classroom procedures and appropriate student conduct.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping techniques.

ABILITY TO:

Assist a Speech and Language pathologist in reinforcing instruction and therapy to individual students with speech-language disorders.
Assist students with completing exercises, drills and assignments designed to enhance speech, language and articulation.
Assist students with meeting IEP goals and objectives.
Monitor, observe and report student behavior and progress according to approved policies and procedures.
Demonstrate an understanding, patient and receptive attitude toward special education students.
Perform a variety of clerical duties including typing, filing and duplicating materials.
Operate standard office and classroom equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Understand and follow oral and written instructions.
Observe health and safety regulations.
Maintain various records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in a related field and a certificate of completion of a Speech/Language Pathology Assistant program or bachelor's degree in speech language pathology or communication disorders and six months experience working with individuals in an educational or learning environment, preferably individuals with speech and language disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License and Evidence of Insurability
Valid Speech/Language Pathology Assistant Certification.
Incumbents must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology and maintain current registration throughout employment in this classification.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor classroom environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to assist students.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases.
Traffic hazards.

FLSA Status

Non Exempt

Approval Date

03/01/08, 9/28/17

Salary Range

Class 69