

# SYLVAN UNION SCHOOL JOB DESCRIPTION

DRAFT

## JOB CLASSIFICATION TITLE:

Speech-Language Pathology Assistant

**Description of Position** Under supervision and direction of Speech and Language Therapists or Pathologists, carries out treatment plans and IEP goals by providing direct therapy as well as assisting in screenings, assessments and clerical duties. Provides a variety of activities, tasks and lessons designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

Essential functions and responsibilities may include, but are not limited to:

- Performs assignments throughout the Special Education program as requested
- Assists the Speech Language Pathologist during assessment of students
- Follows documented plans developed by the Speech Language Pathologist
- Documents student performance and progress and reports information to Speech Language Pathologist
- Assists in the preparation of documents and reports
- Follows program, protocols and provides instruction in the use of augmentative and alternative communication devices
- Prepares materials
- Performs checks and maintenance of equipment for therapeutic purposes
- Assists the Speech Language Pathologist with in-service trainings and training of staff
- Works independently
- Prioritizes and schedules work and therapeutic sessions
- Maintains confidentiality
- Completes all other duties as assigned

## **MINIMUM QUALIFICATIONS:**

Possess a valid California License as a Speech Language Pathology Assistant and hold a current registration as a SLPA issued by the California Speech-Language Pathology and Audiology Board.

Minimum of Associate of Arts degree in speech language pathology or communicative disorders or graduation certification from a speech-language pathology assistant program

## **DESIRABLE QUALIFICATIONS:**

- Associates degree or Bachelors within the field of Communicative Disorders or like area of study
- At least one year of work experience in a Speech Language Pathology Assistant position
- Experience in working with children who have special needs

## **PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions:*

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.

5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally and vertically with arms.

**PERSONAL QUALITIES:**

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with parents and staff in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to work cooperatively, collaboratively, and professionally with all stakeholders.

**WORK YEAR:** 182 Days

**SALARY RANGE:** Classified Salary Schedule Range Q17

CSEA Approval: Pending

Board Approval: Pending