

ESCALON UNIFIED SCHOOL DISTRICT SPEECH LANGUAGE PATHOLOGY ASSISTANT

JOB SUMMARY

Speech Language Pathology Assistant, under the direction of the Speech Language Pathologist (SLP) will assist in providing 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, and maintain records and documentation on students.

ESSENTIAL FUNCTIONS OF THIS POSITION

1. Perform a wide variety of specialized and responsible work, work independently, interpret and apply rules and regulations as appropriate
2. Review, check, correct and compile a variety of information, verify data for accuracy, completeness and compliance with established procedures relating to student development and progress toward IEP goals and objectives
3. Assist in planning and implementing suitable learning experiences for students with speech and language needs
4. Conduct speech/language screenings without interpretation as directed by SLP
5. Provide direct speech and/or language treatment services as directed by SLP
6. Assist in implementing individual educational plans and therapeutic programs
7. Follow the implemented or documented treatment plans/IEPs developed by supervising SLP
8. Attend appropriate staff meetings and in-service trainings
9. Assist in monitoring of individual student files
10. Prepare and maintain a variety of logs, records and files, including information of a confidential nature; maintain confidentiality of information and records.
11. Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets and audio equipment
12. Work with individual students and/or groups of students for purposes of observing, testing, assessment, collection of data, etc.
13. Effectively communicate and maintain cooperative relationships with those contact in the course of work
14. Perform related speech/language duties as assigned

REQUIRED QUALIFICATIONS:

Knowledge and Application of:

Correct oral and written English usage, spelling, grammar, punctuation, and arithmetic processes; operation of modern office machines, including, but not limited to computers; methods and procedures including software applications used in a modern environment; formats and procedures for entering and retrieving various types of data and reports; recordkeeping techniques; effective and efficient communication techniques; interpersonal skills using tact, patience and courtesy; child growth and development principles; behavioral management strategies;; understanding and knowledge of development of school age children; oral communication skills in Spanish desirable.

Ability to:

- Work confidentially
- Work independently
- Apply direct speech/language treatment services
- Understand and carryout oral and written directions
- Meet schedules and deadlines
- Plan and organize work; follow-through tasks/duties
- Troubleshoot issues
- Use problem-solving strategies
- Coordinate responsibilities using a preventive model
- Operate a variety of modern office equipment including; but not limited to, computers, copiers, facsimile
- Verify accuracy and completeness of documents and process data
- Make simple arithmetic calculations with accuracy
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Perform clerical duties such as filing, duplication, keyboarding, and maintaining records
- Work with and have an interest in Special Education students and parents
- Establish and maintain cooperative working relationships with students, parents and others
- Relate positively to children
- Apply interpersonal skills using tact, patience and courtesy
- Compile, maintain, and submit accurate and complete records and reports
- See for purposes of reading printed matter and observing students
- Hear and understand speech at normal levels
- Work at a desk, conference table or in meetings or various configurations
- Speak and write in a foreign language may be required in certain positions
- Stand, sit and walk for extended periods of time
- Communicate so others will be able to clearly understand normal conversation
- Perform light physical exertion
- Lift, carry, push, pull, bend, twist, stoop, kneel, run and crawl
- Lift 25 pounds
- Carry 15 pounds
- Reach in all directions

Education / Experience:

Associate Arts degree for a Speech and Language Pathology Assistant Program

Registration as a Speech and Language Pathologist Assistant with the State of California

Desirable - Six (6) months experience in providing various methods of Speech Language treatment, including direct treatment, in an education environment

Salary Level: 60 - Classified Salary Schedule