

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION
SPEECH/LANGUAGE PATHOLOGY ASSISTANT

CLASSIFICATION: Classified Employee
SALARY LEVEL: Range 47, Classified Salary Schedule
WORK YEAR: 181 days (10 Months) \$22.76 - \$27.83 hourly

DEFINITION:

Under the general supervision of the Associate Superintendent and the Director of Student Support Services and with direction of a certificated Speech/Language Pathologist, performs various supportive tasks designed to facilitate instructional effectiveness of student learning for students enrolled in speech-pathology classes. With direction from a Speech/Language Pathologist, will implement a plan designed by the certificated Speech/Language Pathologist for each student maintaining the highest standards for quality of care based on the needs of the student. A Speech/Language Pathology Assistant shall be limited to the responsibilities, duties, and functions as provided in Section 2538 – 2538.7 of the California Business and Professions Code (the Code). Performs other job related duties as assigned by supervisor.

SUPERVISOR(S):

Associate Superintendent of Student Support Services
Director of Student Support Services
Speech/Language Pathologist

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties

EXAMPLES OF DUTIES: (May differ according to assignment)

The following is a list of duties that are representative of the position and include but are not limited to:

Essential Duties

- Screening or treatment activities where the supervisor has previously given instructions as to how to perform the task, has observed the assistant in the conduct of these activities, and is satisfied that the activities can be competently performed by the Speech/Language Pathology Assistant, i.e., repetitive drill exercises, generalization or carryover activities
- Clerical tasks such as record keeping, materials preparation, scheduling, equipment maintenance, and other non-client activities, orders supplies, and operates various office machines.
- Conducting speech-language screening, with or without bilingual interpretation, using screening protocols developed by the supervising speech-language pathologist
- Provide direct treatment assistance to patients or clients under supervision of a speech-language pathologist
- Implement documented treatment plans or protocols developed by a supervising speech-language pathologist
- Document patient or client progress toward meeting established objectives and reporting the information to a supervising Speech/Language Pathologist
- Assist the Speech/Language Pathologist during assessment, including and not limited to assisting with formal documentation, preparing materials, and performing clerical duties for a supervising Speech/Pathologist; attends and participates in planning and evaluating sessions
- When competent to do so, as determined by the Associate Superintendent or Director of Student Support Services, act as an interpreter for non-English speaking patients or clients and their family members
- Schedule activities, prepare charts, records, graphs, and data; assists in maintaining a neat and orderly environment
- Perform checks and maintenance of equipment, including but not limited to, augmentative communication devices

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EXAMPLES OF DUTIES (Continued):

- Assist with Speech/Language pathology in-servicing, and family or community education
- The provisions listed above for the Speech/Language Pathology Assistant are responsibilities, duties, and functions as provided in Section 2538.1 of Title 16 of the California Code of Regulations for Speech-Language Pathology Assistants

Other Related Duties (may differ according to the assignment)

- Only with express knowledge and approval of supervising Speech/Language Pathologist may conduct evaluations, interpret data, or alter treatment plans of patients or clients
- May attend or participate in parent conferences, case conferences, or inter-disciplinary team conferences only with the presence of a certificated speech-language pathologist
- Disclose while working, his or her name and registration status, as granted by the state, on a name tag in at least 18 point type
- May administer minor first aid to students and arranges for follow-up care
- Performs other related duties as assigned by the supervisor or certified Pathologist
- Attends meetings related to assignment
- Participates in available training to meet new safety and/or technology standards
- Performs other duties as assigned by the supervisor

PHYSICAL EFFORT AND WORK ENVIRONMENT:

1. Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
2. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
3. Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
4. Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
5. Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
6. Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
7. Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
8. Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
9. Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
10. Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
11. Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
12. Typically indoor work environment; may require some limited exposure to outdoor environment in order to supervise students or assist with loading or unloading of school buses or supplies. When working outdoors may be exposed to a wide range of temperatures; with exposure to extreme weather conditions, which include but are limited to; heat, cold, rain, wind, and high humidity.

REQUIRED QUALIFICATIONS:

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Education:

- A high school diploma or GED, equivalency sufficient to assure the ability to read and write English and to perform arithmetical calculations at the level required for successful job performance PLUS an Associates degree in Speech-Language Pathology Assistant training or equivalent course of study approved by the State Speech-Language Pathology and Audiology Board.

REQUIRED QUALIFICATIONS (Continued):

Experience:

- Any combination of training and experience that would involve successful demonstration of related classroom education, early childhood development, secondary teaching, general training, basic clerical, supervisory, or administrative experience
- California Senate bill 50, Ch. 173 established a grandfathering clause for incumbents who have performed the duties of the Speech/Language Pathologist to make application to the State Speech-Language Pathology and Auditory Board for registration as a certified assistant. On or before June 1, 2003 a person may make application to the State Speech-Language Pathology and Auditory Board for recognition as a speech-language pathology assistant if they have, in the last five (5) years, performed the functions of a speech-language pathology assistant on a full-time basis (30 hours per week or more) for a minimum of one (1) year, or on a part-time basis, equivalent to a minimum of one (1) year of full-time work

Licenses and Certificates:

- Possession of a valid Class C California driver's license (*as appropriate to the assignment*)
- Complete not less than a minimum of 12 hours in a two (2) year period of continuing professional development for Speech-Language Pathology Assistant; professional growth may be satisfied by successful completion of state or regional conferences, workshops, formal in-service presentations, independent study programs, or any combination of these concerning communication and related disorders
- Renewal fee is \$75.00 every two (2) years pursuant to Section 2534.2 of the Code

Knowledge of:

- Subject areas assigned.
- Office methods and equipment, including receptionist, telephone, letter and report writing techniques.
- Simple arithmetic.
- Techniques of student supervision
- Mandated reporting laws, ethical and legal issues pertaining to speech-language pathology

Ability to:

- Understand and carry out assigned work with minimal supervision
- Make simple mathematical calculations with speed and accuracy
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies
- Read, understand, interpret, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Learn and use technology and computer software applications as appropriate to the work environment
- Maintain accurate and neat records and reports
- Compose letters from oral and written instructions
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Communicate effectively in the English language, both orally and writing
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy

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- Meet schedules and time lines
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Maintain regular attendance and punctuality

DESIRABLE QUALIFICATIONS:

- A Bachelors degree in speech-language pathology or communication disorders is highly desirable
- Current first aid certification within 6 months of employment
- Previous experience in a school district or government entity
- Experience with persons of culturally and linguistically diverse backgrounds

Action	Date
Superintendent Approval	January 11, 2010
Approved by the Board	January 11, 2010