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## SLPA II (SPEECH & LANGUAGE PATHOLOGY ASSISTANT)

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**JOB DESCRIPTION:**

Under the supervision of the Special Education Administrator and the general supervision of a credentialed Speech/Language Pathologist/Therapist, to assist in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems; to provide student support through a variety of follow-up instructional and/or behavior modification activities; to provide medical/physical assistance to assigned students; to assist in the conduct of training and behavior modification activities with children experiencing special learning and/or behavior needs; and to do other related work as required.

**ESSENTIAL DUTIES**

- Assists in providing speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech/Language Pathologist/Therapist.
- Assists instructional personnel in the implementation of students' individual educational plans.
- Tutors individuals and small groups of students with special learning needs to reinforce and follow up learning and training activities.
- Assists with conducting speech-language screenings, using appropriate prescribed techniques and devices; confers with Speech/Language Pathologist/Therapist regarding student progress.
- Documents student progress toward IEP goals and objectives by preparing records, charts, and other means of documentation.
- Performs a variety of clerical support duties such as maintaining records, files and preparing reports related to assigned students.
- Prepares for use in the classroom therapy materials and such as picture cards and games, and equipment, such as augmentative communication devices.
- Adapts or modifies instructional materials as determined by student needs for teacher use in the classroom. Inspects, maintains, and operates augmentative communication devices and equipment.
- May perform routine First Aid and CPR which may include aiding children experiencing seizures or respiratory disorders.
- Assists in the behavior management through the use of positive reinforcement strategies and other appropriate techniques.
- Maintains or assists in maintaining an orderly, attractive, and positive environment.
- May participate in parent conferences and pupil instruction and planning processes.
- Attends a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech and Language Pathology.
- Performs related duties as assigned.

**QUALIFICATIONS:**

*Education:* An Associate's degree from a speech-language pathology assistant program

*Certificates:* Valid First Aide and CPR Certificate  
Registered as a Speech-Language Pathology assistant with the State of California, as well as meeting requirements to keep certificate current  
Current Speech and Language Pathology Assistants Certificate

*Experience:* Six (6) months of paid or volunteer experience working with individuals with speech and language disabilities in a structured environment.

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*Knowledge of:* Language, articulation, and hearing disorders. Basic concepts of child growth and development behavior characteristics, particularly pertaining to pupils with special needs. Behavior management and instructional strategies and techniques utilized with students experiencing atypical behavior or learning challenges. CPR and First Aid. Correct English usage, punctuation, spelling, grammar, and vocabulary. Oral communication skills. Record keeping.

*Ability to:* Assist in providing speech therapy services for identified students according to IEP goals. Assist with conducting speech-language screenings. Maintain records related to assigned students and activities. Monitor and assist in evaluating student progress. Appropriately manage student behavior. Maintain confidentiality of sensitive and privileged information. Observe health and safety regulations. Demonstrate adaptability to changing circumstances and priorities within the learning environment. Interpret, understand and follow specific student educational plans and courses of study. Plan and organize work. Meet schedules and timelines. Use good judgment in making independent decisions to respond to student requests and needs. Perform routine clerical tasks. Learn to utilize a variety of appropriate speech/language instructional materials and procedures. Understand and carry out oral and written directions. Maintain a work pace appropriate to the position. Establish and maintain cooperative working relationships with children and adults.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

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|--------------------------|---|-------------------------------|--|
| 1 Seldom = Less than 25% |   | 3 Often = 51-75%              |  |
| 2 Occasional = 25-50%    | 4 | Very Frequent = 76% and above |  |

4	a. Ability to work at a desk, conference table or in meetings of various configurations
4	b. Ability to stand and circulate for extended periods of time
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students
4	d. Ability to hear and understand speech at normal levels
4	e. Ability to communicate so others will be able to clearly understand normal conversation
4	f. Ability to bend and twist, kneel and stoop, run and crawl
4	g. Ability to reach in all directions
2	h. Ability to lift 25 pounds
1	i. Ability to carry 50 pounds

**Immediate Supervisor:** Speech Pathologist under the guidance of Coordinator of Student Support Services.

**Assignment:** Up to 8 hours per day as determined by the Coordinator of Student Support Services.

**Calendar:** 180 days per student calendar as determined by Board of Trustees

**Salary:** CFTA Salary Schedule: Range 32

