



TRINITY COUNTY OFFICE OF EDUCATION

POSITION: Speech and Language Pathology Assistant (SLPA)
SALARY/CALENDAR: Classified Range H
REPORTS TO: Lead Speech Language Pathologist & SELPA Director

APPLICANTS MUST BE ABLE TO PASS A PHYSICAL ASSESSMENT. IN COMPLIANCE WITH A.B. 1610, THE TRINITY COUNTY OFFICE OF EDUCATION CANNOT EMPLOY YOU UNTIL YOU HAVE RECEIVED CLEARANCE FROM THE DEPARTMENT OF JUSTICE (DOJ) AND THE FEDERAL BUREAU OF INVESTIGATION (FBI).

PRIMARY FUNCTION:

The Certified Speech-Pathology Assistant (CSPA), under the supervision of a Speech and Language Specialist, will provide speech and language therapy services.

ESSENTIAL DUTIES:

The scope of responsibility, duties, and functions of speech-language pathology assistants, that shall include, but not be limited to, the following:

1. Conducting speech-language screening, without interpretation
2. Providing direct treatment assistance to student's under the supervision of a speech/language specialist.
3. Following and implementing documented treatment plans or protocols developed by a supervising speech-language specialist.
4. Documenting student progress toward meeting established goals and objectives, and reporting the information to a supervising speech-language specialist.
5. Assisting a speech-language specialist during assessments, including, but not limited to, assisting with formal documentation, conducting evaluations, preparing materials, and performing clerical duties.
6. When competent to do so, as determined by the supervising speech-language specialist, acting as an interpreter for non-English-speaking students and their family members.
7. Scheduling activities and preparing charts, records, graphs, and data.
8. Assisting with speech-language pathology research projects, in-service training, and family or community education. Participate as part of the collaborative IEP team when determined appropriate by the speech-language specialist.

KNOWLEDGE AND ABILITIES:

1. Distinguish between normal and delayed speech development and correct and incorrect responses during communication activities.
2. Have a functional knowledge of up-to-date therapy methodologies in speech and language.
3. Work with designated student population (autistic, preschool, K-12, etc.).
4. Work with the disabled population.
5. Work cooperatively with other staff to implement and support communication activities across different settings.
6. Implement specific activities to remediate speech and language skills under supervision of Speech and Language Specialist.
7. Facilitate behavior management in children.
8. Manage required documentation.

EDUCATION AND EXPERIENCE:

1. Certification by the Speech-Language Pathology and Audiology Board or currently enrolled in a program.
2. Prefer experience in providing speech and language therapy.
3. Prefer experience in a school setting.
4. Experience with screening and assisting with evaluation for language, voice, fluency, articulation and hearing impairment disorders.

WORKING CONDITIONS:

Characteristics described here represent what an employee encounters while performing the essential functions of this job:

1. Office environment / School environment
2. Constant interruptions
3. Moderate noise level

PHYSICAL DEMANDS:

1. Persons performing service in this position classification will exert 10 – 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
2. This type of work involves sitting most of the time, but may involve running, walking or standing for brief periods.
3. Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
4. Sitting extended periods of time looking at a computer screen and typing.

AMERICANS WITH DISABILITIES ACT ASSISTANCE

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: Arrangements may be made to accommodate applicants with disabilities. For arrangements, please inform the Business Office in writing or by telephone by the filing deadline posted on the bulletin.