

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



JOB TITLE: SPEECH-LANGUAGE PATHOLOGY ASSISTANT

Job Purpose Statement/s: Under the direction of the designated administrator, and following the guidance and professional supervision of the assigned SLP, completes a variety of tasks such as, but not limited to, activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities. Provide services required for the assigned programs.

Essential Job Functions:

- Provides support to teachers and assigned students as appropriate.
- Conducts speech and language screenings, without interpretation, and using screening protocols developed by the supervising Speech and Language Specialist.
- Provides direct treatment assistance to students under the supervision of the credentialed Speech and Language Pathologist (SLP).
- Follows and implements documented treatment plans or protocols developed by the supervising SLP.
- Documents student progress toward meeting established objectives, and reports the information to the supervising SLP.
- Provides support and guidance to promote high expectations and standards for quality teaching and learning of all students.
- Assists the SLP during assessments, assisting with formal documentation, preparing materials, and performing clerical duties.
- Prepares therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.
- Implements all aspects of the assigned program to assure compliance with the established State and Federal laws.
- Works with colleagues in a positive manner to facilitate the effective implementation of the assigned program.
- Assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and creating an orderly and clean classroom environment.
- Implements behavior management programs for students as designed by certified staff, observes and reports significant student behavior, behavioral patterns, and/or other problems to the speech and language therapist; assists in maintaining appropriate behavior in the classroom and between classroom activities.
- Prepares various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed.
- Performs other related duties as assigned.

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Job Requirements – Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience Requirements:

- Must possess a valid Certificate to provide SLPA services and Associates Degree in and or graduation from an SLPA Certificate program or a Bachelors Degree in Speech-Language Pathology or Communication Disorders.
- Must have experience with diverse student and community populations.
- Must have experience in and understanding of second language acquisition theory and teaching and learning in multilingual settings.

Knowledge and Abilities:

KNOWLEDGE OF:

- Principles, trends, methods, strategies, practices, and procedures pertaining to educating students.
- State and Federal educational program requirements.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures.
- Speech and language pathology equipment, materials, and procedures.
- Effective research-based instructional methodologies, including differentiated instruction to meet the needs of all students.
- Student behavior management strategies and techniques.
- Normal speech, language, and hearing development.
- Effective communication with children and adults.
- Language disorders and rehabilitation.
- Articulation disorders and rehabilitation.
- Acquired disorders and rehabilitation.
- The California Common Core State Standards.
- Learning patterns in children.
- Student behavior management techniques and strategies.
- Learning problems of children with special education needs.
- English usage, punctuation, spelling, grammar, and math.
- Routine recordkeeping.
- Best practices in the teaching and learning of English Language Development.
- The analysis and use of data and other evidence to inform instructional practice.
- Strategies for working collaboratively with all stakeholders in a multicultural and multilingual setting.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping, report preparation, filing, and proofing techniques.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

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ABILITY TO:

- Deal effectively with attitudes and behaviors of students.
- Establish and maintain effective working relationships and good rapport with students, site administrators, other staff members, and parents.
- Work successfully in a culturally and linguistically diverse community.
- Effectively and tactfully communicate in both oral and written forms.
- Interface effectively with supervisor.
- Manage and use time effectively.
- Demonstrate appropriate conduct.
- Maintain a facilitating environment for assigned tasks.
- Select, prepare, and present materials effectively.
- Maintain student performance documentation.
- Assist speech and language therapist.
- Use a variety of screening tools and protocols.
- Appropriately administer and score screening tools.
- Manage screenings and documentation.
- Communicate screening results and all supplemental information to supervisor.
- Manage behavior and therapy program.
- Provide effective implementation of therapy objectives.
- Operate instructional and office equipment.
- Ability to do simple math in order to compile reports, and maintain records and status reports.
- Interact successfully with parents, students, supervisor, school staff, and community agency representative.
- Maintain effective working relationships with a wide variety of groups and individuals, including District administrators, employees, parents or members of the public.
- Meet schedules and timelines.
- Work confidentially with discretion.

Working Conditions:

ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor
- Classroom environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

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PHYSICAL DEMANDS:

The physical demands described here 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.

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- SLPA Certificate
- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology at the time of appointment and must maintain current registration throughout employment in this classification.

Reports to: Principal or assigned Administrator

Work Year: 183 Days

Salary Placement: Range 15.5

Evaluation: Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Classified Personnel and the CSEA Negotiated Agreement.

Board Approved: March 8, 2016