



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

SPEECH AND LANGUAGE PATHOLOGIST ASSISTANT

DEPARTMENT/SITE: Special Services

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40

WORK CALENDAR: 201 Days

REPORTS TO: Speech and Language Pathologist
or Designee

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of a licensed Speech and Language Pathologist Assistant and/or credentialed classroom teacher, the Speech and Language Pathologist Assistant conducts various tasks/treatment interventions to assist students with speech and language and/or communicative disorders; participates and collaborates as a member of an education team by assisting in providing students' speech and language therapy services in accordance with the Americans with Disabilities Act (ADA) and with the Individualized with Education Act (IDEA). The incumbents in this classification provide the school community with specialized speech and language instructional support which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class conduct various tasks/treatment interventions to assist students with speech and language and/or communicative disorders. This is a stand-alone classification in support of the Speech and Language Pathologist and the Special Services Department.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists in facilitating meetings/communication between therapists, site staff, parents, etc. for the purpose of developing plans and/or providing information regarding student progress and goals.
- Assists instructional personnel in the implementation of the Individual Education Plans (IEP' s).
- Assists the Speech and Language Pathologist (SLP) during assessment of students including, but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for the supervising SLP based on American Speech-Language-Hearing Association (ASHA), State, and District regulations.
- Instructs individual students for the purpose of implementing goals for remediation of speech and language deficits.
- Maintains and prepares a wide variety of manual and electronic materials (e.g., charts, logs, records and/or reports) for the purpose of documenting activities, providing written reference, conveying information; and/or complying with mandated.
- Maintains augmentative communication devices and equipment for the purpose of ensuring availability of required tools.
- Participates in parent/teacher meetings, in-service trainings for the purpose of receiving or conveying information related to job responsibilities.
- Provides direct speech and language therapy to students and follows documented treatment plans.
- Provides service in a variety of settings including but not limited to, therapeutic setting, general education

classroom and/or self-contained classroom.

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Special Education Information System (SEIS) including assisting with the preparation and printing of the Individualized Education Program paperwork
- Specific pathology, needs, requirements and issues of students with speech and language disorders
- Principles of child development, instructional processes
- General purposes and goals of public education
- Techniques used in directing, disciplining and motivating students
- Basic recordkeeping techniques
- Safety practices and procedures
- Normal speech, language, and hearing development
- Language, articulation and acquired disorders and rehabilitation
- Learning patterns in children
- Student behavior management techniques and strategies

Skills and Abilities to:

- Assist a diverse range of students in developing speech and language skills
- Assist in planning and prioritizing learning activities to support students with speech and language disorders
- Perform basic clerical functions
- Perform basic arithmetic calculations
- Operate standard office equipment
- Use English in both written and verbal form, use correct grammar, punctuation and spelling
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Understand and carry out oral and written instructions
- Maintain the confidentiality of student records
- Assume responsibilities involved in supervising and working independently with students
- Develop and maintain collegial relationships with staff
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of instructional situations
- Maintain safe environment for students
- Establish and maintain effective working relationships with staff, students and the public
- Work and communicate with students at all academic levels.
- Deal effectively with children and adults from different cultural and socioeconomic backgrounds
- React with flexibility and sensitivity to changing situation and needs
- Oral bilingual proficiency in a second language as determined by the administration may be required

RESPONSIBILITY:

Responsibilities include working under the direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Associate of Arts Degree in Speech and Language Pathology or Communication Disorders and graduation from a Speech and Language Pathology Assistant Certificate Program.

A Bachelor's Degree in Speech and Language Pathology or Communicative Disorders may be substituted for the required Associate of Arts Degree in Speech and Language Pathology or Communication Disorders.

EXPERIENCE REQUIRED:

One (1) year of experience working with children with speech and language disorders.

One (1) year of clinical work experience may be substituted for up to 6 months of work experience.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle among District sites and to attend conferences, seminars, workshops, and other trainings away from the District.
- CPR/First Aid Certificates
- Current registration as a Speech and Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam B through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry items of instructional materials up to 35 lbs.
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling reaching, handling or crouching to assist students and to retrieve and store materials
- Hearing and speaking to exchange information
- Visual acuity near/far to see/read instructional materials and to supervise students