

## **MADERA UNIFIED SCHOOL DISTRICT**

## **JOB DESCRIPTION**

<b>Position:</b>	Speech and Language Pathologist Assistant	<b>Classification:</b>	Classified
<b>Department/Site:</b>	Special Services	<b>Salary Schedule:</b>	Classified
<b>Reports to:</b>	Administrator/Designee	<b>Salary Range:</b>	40
		<b>FLSA:</b>	Non-exempt

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### **PURPOSE STATEMENT**

Under general supervision of a licensed Speech and Language Pathologist (SLP) and/or credentialed classroom teacher. The Speech and Language Pathologist Assistant will be conducting 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).

### **ESSENTIAL FUNCTIONS**

- Provides direct speech and language therapy to students and follows documented treatment plans.
- 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.
- 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.
- Instructs individual students for the purpose of implementing goals for remediation of speech and language deficits.
- Assists instructional personnel in the implementation of the Individual Education Plans (IEP's).
- 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 service in a variety of settings including but not limited to, therapeutic setting, general education classroom and/or self-contained classroom.

### **OTHER FUNCTIONS**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Speech and Language Pathology
- Special Education Information System (SEIS) including assisting with the preparation and printing of the Individualized Education Program paperwork
- Effective student management techniques
- Equipment, materials and procedures
- Normal speech language and hearing development
- Language disorders and rehabilitation
- Articulation disorders and rehabilitation
- Acquired disorders and rehabilitation
- Learning patterns in children
- Student behavior management techniques and strategies
- Learning difficulties of children with special needs
- Correct English word enunciation and pronunciation, usage, grammar, spelling, punctuation, vocabulary
- Written communication skills
- Basic math skills
- Routine office procedures and record keeping
- Standard software applications

**Skills and Abilities to:**

- Work and communicate with students at all academic levels.
- Adhere to safety practices
- Operate standard office equipment including using pertinent software applications
- Maintain accurate records
- Interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds
- Deal effectively with children and adults from different cultural and socioeconomic backgrounds
- Deal effectively with the behavior of students
- React with flexibility and sensitivity to changing situation and needs
- Organize and prioritize work
- Effectively carry out written and oral instructions
- Establish and maintains cooperation and effective working relationships with staff, parents and the public
- Operate a computer and use standard software applications
- 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.

## **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free environment.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

One year of experience working with children with language disorders.

*One year of clinical work experience may be substituted for up to 6 months of work experience.*

### **Education:**

High School Diploma or Equivalent and an Associate of Arts Degree in Speech and Language Pathology or Communication Disorders and/or 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.*

### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

### **Continuing Education/Training**

- Maintain as needed

### **Clearances/Certificates/Licenses**

- CPR/First Aid
- Current registration as a Speech and Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board
- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (B)