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## SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

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### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; maintain records and documentation on students; drive to various locations to conduct work.

### **REPRESENTATIVE DUTIES:**

#### ESSENTIAL DUTIES:

Assist in providing student speech therapy services according to Individualized Education Program (IEP) goals and treatment plans developed by speech language pathologist; assist with the development of IEP goals and objectives for assigned students; maintain confidentiality of sensitive and privileged information.

Assist speech language pathologist in the assessment of student communication skills without interpretation.

Assist with conducting speech language screenings using appropriate prescribed techniques and devices without interpretation and confer with speech language pathologist regarding student progress.

Provide assistance to education staff as a case management team member through consultation, training and individual and group activities.

Document student progress toward speech and language IEP goals and objectives; prepare charts, records, graphs or other documentation as requested.

Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment; adapt or modify instructional materials as determined by student needs for pathologist use in the classroom.

Observe and control student behavior and interaction according to approved procedures; utilize positive restraint techniques according to established procedures as necessary.

Inspect, maintain and operate augmentative communication devices and equipment.

Assist other speech language personnel with special projects or other activities as requested.

Operate standard office equipment including a computer and assigned software; drive a vehicle to various sites to conduct work.

#### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

General principles, practices, procedures, theories and techniques involved in providing speech and language therapy to students with various handicapping conditions.

Language, articulation and hearing disorders.

Child guidance and development principles and practices related to children with special needs.

Problems and concerns of students with special needs.

Basic instructional methods and techniques.

Operation of standard office and classroom equipment used in speech and language therapy.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

#### ABILITY TO:

Assist in reinforcing therapy and instruction to individual or small groups of students with speech and language disabilities. Monitor and assist with the implementation of speech and language therapy and treatment plans. Assist in providing therapy in receptive and expressive language, articulation, voice and other communication skills. Assist with screening and assessing students to identify need for speech and language services. Perform a variety of clerical duties including typing, filing and duplicating materials. Assist students with completing exercises, drills and assignments. Monitor, observe and report student progress. Demonstrate an understanding, patient and receptive attitude toward special education students. Establish and maintain cooperative and effective working relationships with others. Understand and follow oral and written instructions. Operate standard office and classroom equipment. Observe health and safety regulations. Maintain various records and logs related to work performed.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree and a certificate of completion of a Speech Language Pathology Assistant program or bachelor's degree in speech language pathology or communication disorders.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid and current California Speech/Language Pathologist Assistant certificate.  
Valid California Class C driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Classroom environment.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office and classroom equipment.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to assist students.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

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