



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

Established date: 10/16/2018

#### **DEFINITION:**

Under the supervision of the Director of Special Education and direction from a Speech and Language Pathologist, assists a Speech and Language Pathologist in providing educationally related direct speech therapy services to identified students with speech and language disorders as well as physical, emotional, and learning disabilities according to the students' Individualized Education Programs (IEP); prepares instructional and testing material for speech therapy sessions and intervention services; assists with data collection and documentation of student therapy progress; assists students with the use of assistive technology devices for communication; performs a variety of clerical and supportive tasks for the Speech and Language Pathologist.

#### **REPRESENTATIVE DUTIES:**

1. Assists a Speech & Language Pathologist in providing educationally related direct speech therapy services to identified students designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication according to the students Individualized Education Programs (IEP).
2. Under supervision of a Speech & Language Pathologist, provides direct treatment assistance to students by implementing individual and group speech therapy sessions; follows and implements documented treatment plans or protocols developed by a supervising Speech & Language Pathologist; conducts speech-language screenings without interpretation using screening protocols; provides input and regarding student progress towards goals and objectives for assigned students.
3. Develops and prepares instructional materials and equipment for speech therapy sessions, intervention services and assessments; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom.
4. As directed by the supervising Speech & Language Pathologist, assists in the monitoring student behavior; assists in shaping student's behavior through positive reinforcement and other strategies.
5. Collects and inputs data into the Student District approved system documents student goals and therapy progress; assists the Speech & Language Pathologist during assessments of students' abilities in articulation, language, voice, and fluency.
6. Performs a variety of clerical and supportive tasks for the Speech & Language Pathologist.
7. Performs checks, maintain and troubleshoot alternative and augmentative communication (AAC) devices and equipment.
8. Participates in research projects and in-service trainings.
9. Assures the health and safety of students in the classroom, cafeteria, playground and other learning environments by following health and safety practices and procedures.
10. Communicates with teachers, and school personnel to coordinate activities, resolve issues and conflicts and exchange information.
11. Compiles and maintains activity schedules, charts, graphs, records and files, therapy session notes; prepares informal records and reports as directed.
12. Attends and participates in meetings, in-services and trainings as assigned.
13. Drives a vehicle to conduct work.

14. Operates a variety of office equipment, a computer and assigned software; utilizes a variety of therapeutic equipment and devices including augmentative communication (AAC) and occupational therapy devices and materials as needed.
15. Other duties may be assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge Of:**

- Practices, terminology and techniques involved in the assessment and treatment of speech-language disorders.
- Hearing disorders and aural rehabilitation.
- Principles, procedures and equipment utilized in speech-language therapy.
- Child growth, development, and behavior.
- Problems and concerns of students with special needs.
- Phonetics training methods.
- Human anatomy and physiology.
- Normal speech, language, and hearing development.
- Language, articulation hearing disorders and rehabilitation.
- Community agencies and referral sources.
- Local, State and Federal standards and requirements governing speech-language therapy programs.
- Applicable laws, codes, regulations, policies and procedures.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- District organization, operations, regulations, policies and objectives related to position.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping procedures and practices.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Operation of a variety of office equipment, a computer and assigned software.
- Technical aspects of field of specialty.
- Acquired disorders and rehabilitation.

### **Ability To:**

- Under direction of a Speech & Language Pathologist, provide educationally related speech therapy services to identified special education students.
- Under direction of a Speech & Language Pathologist, plan and prepare direct therapy sessions that align with students IEP and speech goals.
- Conduct Speech-language screenings, without interpretation, and using screening protocols developed by the supervising Speech & Language Pathologist.
- Assist with conducting speech and language screenings under the supervision of a Speech & Language Pathologist.
- Select and prepare appropriate speech and language therapy materials with the supervision of a Speech & Language Pathologist.
- Collect, record, and report data related to student treatment, progress and IEP goals.
- Utilize therapeutic equipment and devices as needed.
- Maintain confidentiality of information pertaining to students and their families.
- Assist a Speech & Language Pathologist during assessments, including but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for a supervising Speech & Language Pathologist.
- Establish and maintain cooperative and effective working relationships with others..
- Communicate effectively both orally and in writing

- Plan and organize work.
- Follow written and oral instructions.
- Operate a variety of office equipment, a computer and assigned software
- Prepare and maintain a variety of reports, records and files.
- Deal effectively with attitudes and behaviors of students.
- Select, prepare, and present materials effectively.
- Use a variety of screening tools and protocols appropriately.
- Provide effective implementation of treatment objectives.

**EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: Bachelor's degree in Speech & Language Pathology or communicative disorders OR hold an associate's degree in speech & language pathology assistant from a Board approved SLPA program and one year experience working with children in an education or organized learning environment.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Speech Language Pathology Assistant (SLPA) license.
- Valid California Class C driver's license.

**WORK ENVIRONMENT:**

- Indoor office/classroom environment. The work environment characteristics described 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. The noise level in the work environment is usually moderate.

**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.

- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate computer equipment.
- Seeing to monitor children and read a variety of materials.
- Bending at the waist, stooping, reaching, kneeling or crouching to assist students.
- Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up to 75 pounds with assistance.

**Hazards:**

- Potential exposure to dissatisfied or abusive individuals.