

JOB TITLE: Speech-Language Pathology Assistant

SUMMARY:

The Speech-Language Pathology Assistant works under the direct supervision of the Director of Special Education and the general direction of the licensed/credentialed Speech-Language Pathologist. Under general supervision assists in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems.

SUPERVISOR: Director of Special Education or Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(the following information is descriptive and is not restrictive as to duties required)*

- Provides direct therapy and follows documented treatment plans or protocols.
- Documents student performance such as tallying data; prepares charts, records, and graphs and reports information.
- Assists the Speech-Language Pathologist during assessment of students.
- Assists with documentation as directed.
- Assists with clerical duties such as preparing materials and scheduling activities.
- Performs checks and maintenance of equipment.
- Assists instructional personnel in the implementation of Individual Educational Plans (IEPs).
- Assists with departmental operations such as scheduling, record-keeping, safety/maintenance of supplies and equipment.
- Collects data for quality improvement.
- Exhibits compliance with state and federal regulations.
- Performs other related duties as directed; may be required to give and receive information in a second language in addition to English.

EMPLOYMENT STANDARDS:

Knowledge of:

- Speech-Language Pathology equipment, materials, and procedures.
- Language development in children: articulation development; learning patterns in children.
- Student behavior management techniques and strategies.
- English usage, punctuation, spelling, and grammar; basic arithmetical concepts; simple record keeping and record management.
- Public education goals and objectives.
- Learning problems of children with special educational needs.
- Personal computers and software, including word processing, learning and educational software; augmentative communication devices and systems.

Ability to:

- Assist Speech-Language Pathologist in assigned tasks.
- Select prepare and present materials effectively
- Utilize specialized communication systems and devices.
- Assist in the educational program of assigned student(s).
- Communicate satisfactorily orally and in written form; demonstrate an understanding, patient and receptive attitude toward children; learn and utilize current speech-language methods and procedures to be followed in an instructional setting; establish and maintain a cooperative and effective working relationship with children and adults; perform clerical tasks and operate office machines.

Optional second language requirement: some positions in this classification may require the ability to speak, read, and write a second language in addition to English.

CERTIFICATE AND LICENSES:

- Speech-Language Pathology Assistant license
- Valid California driver's license

EDUCATION AND/OR EXPERIENCE:

- An Associate degree and/or graduation from a speech-language pathology assistant certified program or a Bachelor's degree in speech-language pathology.
- Training and experience that is recognized by the state licensing board.

WORKING CONDITIONS:

School site and office setting

PHYSICAL REQUIREMENTS:

This position will require with or without the use of aids the following:

- Mobility to move to various classrooms.
- Sufficient vision to read printed material; sufficient hearing to hear normal and telephone conversation.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation.
- Ability to write and operate typewriter or business machines.

Medical Category I:

- Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
- Work assignments are normally located in a work environment with light physical work and require light physical effort.
- Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

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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 Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**