

William S. Hart Union High School District

Position Description

Position: Speech Language Pathology Assistant	
Job Family: Student Support Services	FLSA: Non-exempt
Approved by: Personnel Commission, May 26, 2010	Salary Range: 210

Summary

Under the direction of an assigned administrator or designee, assists a Speech Language Pathologist in supplementing, enhancing, and extending speech/language therapy services for pupils with speech and language disorders. Assists in providing training and use of augmentative and alternative communication devices and technology.

Distinguishing Career Features

The Speech Language Pathology Assistant is a paraprofessional position that requires specific training in speech and language pathology and work under the direction of a Speech Language Pathologist. Advancement to this position requires compliance with the qualifications of the position including certifications.

Essential Duties and Responsibilities

- Assists and implements speech and language therapy exercises to supplement, enhance, and extend therapy for articulation/phonology, cognition, motor speech, voice, fluency, craniofacial anomalies, hearing and child and adult language.
- Schedules screenings and treatments with students and families. Provides orientation on the goals for treatments and exercises that can be done in the home environment.
- Conducts speech-language and hearing screenings (without interpretation) in accordance with screening protocols established by the supervising Speech Language Pathologist.
- Assists Speech Language Pathologist with assessments, which may include assisting with formal documentation, preparing materials, and performing clerical duties.
- Follows documented treatment plans and documents results and progress toward the student's treatment and individualized educational plan goals. The plans include instructional and remedial exercises.
- Assists in developing short and long range therapeutic goals and treatment programs to meet students' individual needs. May provide objective feedback to school personnel (psychologist, physical therapist, occupational therapist, counselor, teacher) regarding treatment plans developed by the Speech Language Pathologist.
- Follows up with students who are being monitored in special programs to document academic and behavioral progress.
- Assists in the development and/or selection of materials that enhance learning and enhancement of communicative skills and abilities.
- Works and interacts with peers, as individuals and/or in team/group settings, in a professional manner that contributes to the District's academic achievement goals.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Basic understanding of the principles and practices surrounding speech/language and hearing pathology.
- Basic knowledge of the State Education Code as it applies to general education and the specific accountability of this position.
- Working knowledge of treatment documentation methods and privacy requirements for data.
- Working knowledge of personal computer operations including common office productivity software, internet, and specialized computer-aided programs supporting diagnostic assessment.
- Sufficient human relations skills to achieve and maintain trust and cooperation with peers and clients and to use advanced lines of inquiry to obtain personal information from clients.
- Sufficient writing skills sufficient to document treatments using appropriate terminology.

Abilities

- Carry out the functions and objectives of the position.
- Learn, interpret, and apply District, State, and Federal requirements and objectives for academic achievement.
- Accurately record and document screening and treatment data in formats that enable further evaluations.
- Work effectively with professionals and fellow paraprofessionals in carrying out regular and remedial instructional programs.
- Relate well with students, parents, and all levels of staff.
- Present self in a professional manner to students, parents, and staff.
- Optimize a work schedule that involves multiple locations.

Physical Abilities

- Function effectively in classroom and office environments, engaged in work of a sedentary to moderately active nature.
- Ambulatory ability to move to various class and meeting room settings.
- Hand-eye-arm coordination ability to use special diagnostic devices and a personal computer keyboard to access and record information.
- Visual ability to recognize words, numbers, and non-verbal actions of people.
- Auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

Education and Experience

Associate of Arts or Science degree in a speech-language pathology assistant program and one year of experience working with students with speech and language disorders.

Licenses and Certificates

May require a valid California driver's license. Valid certification as a Speech-Language Pathology Assistant with the State Board of California is required.

Work Environment

Work is performed indoors where minimal safety considerations exist.