

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SPEECH/LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of assigned supervisor, provide a variety of tasks and instructional activities specific to pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide services to identified students under the direction of a Speech & Language Therapist.

Assist Speech & Language Therapist during assessment, providing informal documentation.

Conduct speech-language screenings.

Follow documented therapy plans or protocols. Order test protocols and maintain protocol file.

Prepare therapy materials and/or equipment as determined by student needs and abilities.

Document student progress. Prepare charts, records, graphs, or otherwise display student activities schedule, performance and attendance data.

Respond to frequent emergency situations involving students and student behavior.

Assure health and safety of students by diligently following health and safety practices and procedures.

Effectively communicate with faculty, staff, administrators, parents and others to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend workshops, staff meetings, inservices, conferences and other professional meetings as required.

Perform related duties similar to the above in scope and function as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Human anatomy and physiology.

Phonetics.

Normal speech, language, and hearing development.

Language, articulation, acquired disorders and rehabilitation.

Hearing disorders and aural rehabilitation.

Clinical methods and procedures.

Correct English usage, spelling, grammar and punctuation.

Effective recording keeping practices and procedures.

ABILITY TO:

Provide assistance to Speech & Language Therapist.

Interface effectively with supervisor.

Provide effective implementation of treatment objectives.

Use a variety of protocols.

Appropriately administer and score screening tools.

Monitor, observe and report student behavior and progress.

Maintain records and prepare reports.

Select, prepare, and present materials effectively.

Communicate screening results and all supplemental information to supervisor.

Manage behavior and treatment program.
 Perform a variety of clerical duties including typing, filing, and duplicating materials.
 Demonstrate an understanding, patient and receptive attitude toward special education students.
 Deal effectively with attitudes and behaviors of student.
 Establish and maintain cooperative and effective working relationships with others.
 Demonstrate interpersonal skills using tact, patience and courtesy.
 Communicate effectively both verbally and in writing.
 Understand and follow oral and written instructions.
 Observe health and safety regulations.
 Maintain a facilitating environment for assigned tasks.
 Operate standard office equipment including computer, copier, fax machine, etc.
 Demonstrate appropriate conduct.
 Manage and use time effectively.
 Maintain regular and reliable attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: AA degree and/or graduation from a speech/language pathology assistant program, OR: Bachelor's Degree in Speech Pathology or equivalent.

LICENSES AND OTHER REQUIREMENTS:

State speech-language pathology assistant license (must be obtained within 130 day probationary period)
 Valid California's driver's license.
 Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office and classroom equipment.
 Sitting or standing for extended periods of time.
 Bending at the waist, kneeling or crouching to assist students.
 Seeing to read a variety of materials and monitor student activities.
 Hearing and speaking to exchange information.
 Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height. Kneeling or crouching to assist students and carrying, pushing or pulling heavy objects.
 Two person lift if over 50 pounds and/or the physical agility to manipulate and move a handicapped child weighing 80 pounds; to position a student who may weigh 150 pounds or more, and to manipulate wheelchairs and orthopedic devices.

Grade Allocation: 33	Accountability of time: Director of Dept/Division
Adopted: 9/28/2005	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept/Division
	Hiring authority: Director of Dept/Division