



PERSONNEL COMMISSION

**Class Specification
Salary Range: 24 (C1)**

<u>CLASS CODE</u>	<u>TITLE</u>
5024	SPEECH-LANGUAGE PATHOLOGY ASSISTANT
5163	SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BL SPANISH
5299	SPEECH-LANGUAGE PATHOLOGY ASSISTANT – BL KHMER

JOB SUMMARY

Under the supervision of a credentialed Speech-Language Specialist, provide speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; perform a variety of duties in support of student case management services; maintain records and documentation on students; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech-Language Specialists. **E**
- Assist Speech-Language Specialist with conducting speech-language screenings and assessments using appropriate prescribed techniques and devices; confer with Speech-Language Specialists regarding student progress. **E**
- Document student progress toward IEP goals and objectives by preparing records, logs, goal sheets or other means of documentation. **E**
- Provide assistance to educational staff as a case management team member through consultation, training and individual and group activities; assist with the development of IEP goals and objectives for assigned students. **E**
- Prepare therapy materials and equipment for use during therapy such as picture cards, worksheets, charts, audio equipment and computerized therapy applications and devices. **E**
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom; monitor use of augmentative alternate communication devices. **E**
- Inspect, maintain and operate augmentative alternate communication devices and equipment; assist Speech-Language Specialists in the research and selection of appropriate devices, software and equipment as assigned; train students, parents and staff in use of devices. **E**

- Observe and control behavior and interaction of students according to approved procedures; report significant student behavior and behavioral patterns; utilize positive restraint techniques according to established procedures as necessary. *E*
- Attend IEP meetings with a Speech-Language Specialist to provide information as requested; maintain confidentiality of sensitive and privileged information. *E*
- Perform a variety of student case management support duties such as maintaining records, files and preparing reports related to assigned students; schedule appointments for parents/students as necessary. *E*
- Operate a variety of office equipment including a computer, tablet and assigned software; drive a vehicle to various sites to conduct work. *E*
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Speech-Language Pathology Assistant participates and collaborates as a member of an educational team, by assisting in providing student speech therapy services to special needs students in accordance with the mandates of the Individuals with Disabilities Education Act. An incumbent works under the supervision of a credentialed Speech-Language Specialist in developing and providing services for individual students to improve their academic performance. Incumbents in the Speech-Language Pathology Assistant, BL Spanish and BL Khmer classifications are expected to perform the essential duties of the class utilizing bilingual skills to translate materials and interpret for students and families as needed.

EMPLOYMENT STANDARDS

Knowledge of:

Speech and Language Development theories and practices.

Language, articulation and hearing disorders.

Methods and techniques of individual and group speech therapy.

Principles of child development and behavior.

Operation and maintenance of augmentative alternate communication devices and equipment.

Phonetics.

Record keeping and report preparation techniques.

Safe practices in classroom activities.

Laws, rules and regulations related to assigned program and activities.

Technical aspects of field of specialty.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of office equipment including a computer and assigned software.

Ability to:

Provide speech therapy services for identified students according to IEP goals and treatment plans developed by Speech-Language Specialists.
Assist with conducting speech-language screenings and assessments.
Operate and maintain augmentative alternate communication devices and equipment.
Maintain records and prepare reports related to assigned students and activities.
Monitor and assist in evaluating student progress.
Demonstrate an understanding, patient and receptive attitude toward students.
Motivate and encourage positive learning patterns and behavior to students with special needs.
Observe and manage behavior of students according to approved procedures.
Establish and maintain cooperative and effective working relationships with others.
Maintain confidentiality of sensitive and privileged information.
Interpret, apply and explain laws, rules and regulations related to assigned activities.
Understand and work within scope of authority.
Observe health and safety regulations.
Demonstrate adaptability to changing circumstances and priorities within the learning environment.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Demonstrate confidence, tact, and the use of good judgement.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program.

OR

Proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

Experience:

Six months of experience working with individuals with speech and language disabilities in a structured environment is desired.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

SPECIAL REQUIREMENTS

Applicants must provide proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology

at the time of appointment and maintain current registration throughout employment in this classification.

Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.

Positions in the Speech-Language Pathology Assistant - BL Spanish and BL Khmer classifications require the ability to communicate effectively, both orally and in writing, in the designated second language. Applicants must successfully pass the District's bilingual/biliterate test.

WORKING ENVIRONMENT

Classroom and school site environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate adaptive equipment and a computer.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling, crouching to work with students.
Reaching overhead and above the shoulders to reach supplies.
Pushing students in wheelchairs and carts with supplies.
Lifting and carrying therapy equipment and supplies.
Walking.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/14/2003
PCA: (BL Spanish): 1/5/2012
Revised: 7/11/2013
Revised: 10/15/2015
PCA: (BL Khmer): 11/4/2021