

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**

<b>Position:</b>	Speech-Language Pathology Assistant (SLPA)	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Special Education Language-Speech Services	<b>Grade:</b>	27
<b>Reports to/Evaluated by:</b>	Supervising Speech-Language Pathologist	<b>Salary Schedule:</b>	Classified

**SUMMARY**

Under the supervision of a credentialed Speech-Language Pathologist, assist in providing speech and language therapy services to identified students in accordance with Individualized Education Program (IEP). As guided by the Speech-Language Pathologist, complete a variety of tasks and activities designed to develop communication skills. Participate and collaborate as a member of the educational team by providing speech and language services, assisting in maintaining records and documentation of student services, and performing related duties as assigned.

**DISTINGUISHING CAREER FEATURES**

The Speech-Language Pathology Assistant (SLPA) is required to have sufficient skills to independently work with students with a variety of communicative disorders, under the supervision of a credentialed Speech-Language Pathologist, to provide specially designed activities to develop skills in the area of, but not limited to, language, social communication, speech production, voice, and fluency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide speech therapy services according to Individualized Education Program (IEP) goals and/or treatment plans developed by a Speech-Language Pathologist in accordance with district policies and procedures of the California Education Code.
- Conduct speech-language screening, without interpretation, and use screening protocols developed by the supervising Speech-Language Pathologist.
- Document student progress toward meeting established objectives and report this information to a supervising Speech-Language Pathologist.
- 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.
- When competent to do so, as determined by the supervising Speech-Language Pathologist, act as an interpreter for non-English speaking students or families and their family members.
- Gather data in the educational environment in such areas as speech intelligibility, language function and use.
- Assist a supervising Speech-Language Pathologist with the development of IEP goals and objectives for assigned students.
- Provide assistance to educational staff as a case management team member through consultation, training, individual and group activities.
- Prepare therapy materials and equipment for use in the classroom and speech therapy setting.

- Schedule activities, prepare charts, records, graphs, or otherwise display student performance data.
- Schedule IEP meetings, assessments, and otherwise assist the Speech-Language Pathologist in preparation of student information for presentation to parents, educational staff, etc.
- Prepare checks and maintenance on augmentative communication devices and equipment.
- Adapt or modify instructional materials as determined by student needs for teacher use in the classroom.
- Observe and control behavior and interaction of students according to approved procedures.
- Perform a variety of general support duties such as maintaining records, files, and preparing reports related to assigned students.
- Operate a variety of instructional and office equipment, including but not limited to a computer and assigned software applications, and utilize technology to enhance speech and language services.
- Maintain professional standards and competence through participation in organized and self-directed professional growth opportunities.
- Adhere to the schedules, policies and procedures as determined by Clovis Unified School District.

## **QUALIFICATIONS**

### **Knowledge and Skills:**

The SLPA must have knowledge of speech and language development theories and practices. Knowledge of speech, language, and hearing disorders and normal development. General treatment methods and techniques of individual and group speech therapy. Principles of child development and behavior. Operation and maintenance of augmentative communication devices and equipment. Record keeping and basic report preparation techniques. Health and safety regulations and laws, rules, and regulations related to assigned programs and activities. Technical aspects of field of specialty. Correct English usage, grammar, spelling, punctuation, and vocabulary and the use of phonetics. Oral and written communication skills. Interpersonal skills using tact, patience, and courtesy.

### **Abilities:**

The SLPA must have the ability to assist in providing speech therapy services for identified students according to the IEP goals and/or treatment plan. Assist with conducting speech-language screenings. 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 District policies and procedures. Establish and maintain cooperative and effective working relationships with others. Maintain confidentiality of sensitive and privileged information. Understand and work within scope of authority. Observe health and safety regulations. Demonstrate adaptability to changing circumstances and priorities within the learning environment. Communicate effectively both orally and in writing. Demonstrate confidence, tact, and use of good judgement. Plan and organize work. Meet schedules and timelines.

**Physical Abilities:** Drive a vehicle to conduct work using own transportation

**Education and Experience:** Requires an Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program or successful graduation from a board approved bachelor's degree program in speech-language pathology or communication disorders.

**Licenses and Certificates:** Requires Speech-Language Pathology Assistant license with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology and CA driver's license.