

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Speech and Language Pathology Assistant

DEFINITION: Under the direct or indirect supervision of a credentialed or licensed Speech/Language Teacher, and site principal, assist or facilitate in the treatment and monitoring of speech or language identified students; perform a variety of assistant tasks and other related work as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Assists or facilitates in the speech or language evaluation of students
- Assists in providing speech therapy services of identified students
- Treats identified students following the treatment plan developed by the Speech/Language Teacher
- Assists in directing student treatment activities and maintain a proper learning environment
- Assists with the preparation and administration of treatment materials
- Monitors and assist in evaluating student progress
- Performs a variety of record keeping and clerical assistance tasks

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Speech and language development theories and practices
- Language articulation and hearing disorders
- General methods and techniques of individual and group speech therapy
- Principles of child development and behavior
- Laws, rules and regulations related to assigned program and activities
- Operation and maintenance of augmentative communication devices and equipment
- Record keeping procedures and practices
- Operation of office methods, supplies and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Proper methods of lifting and positioning students in and out of orthopedic equipment

ABILITY TO:

- Assist in providing speech therapy services for identified students individually or in small groups

- Assist with conducting speech/language and hearing screenings
- Monitor and assist in evaluating student progress
- Perform a variety of record keeping and clerical assistance tasks
- Speak and write clearly and effectively
- Follow oral and written directions
- Operate a computer terminal and its applications
- Work cooperatively and effectively with students, parents, and school staff in a variety of situations
- Maintain the confidentiality of school related information
- Conduct language activities within a classroom setting
- Attend Individual Assessment Plan meetings

EXPERIENCE AND EDUCATION

REQUIRED EDUCATION:

- Associates Degree in Speech-Language Pathology Assistant from an approved college, or
- Bachelors degree in Communication Disorders with completion of specialized coursework

LICENSES AND CERTIFICATES REQUIRED:

- Valid State Speech/Language Assistant Pathologist Certificate
- CPR and First Aid Certificates
- Valid California Driver's License and proof of insurance
- NCLB compliant Instructional Aide Proficiency Certificate

PHYSICAL REQUIREMENTS:

- Moderate to heavy physical activity
- Frequent standing, walking, lifting and bending
- Willingness and ability to clean up bodily fluids
- Successful completion of the Preplacement/Post Offer physical required by RESIG

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Experience working in a school setting or other experience working with children

First Reading: April 15, 2008

Approved: May 6, 2008

Reviewed by Classification Study Committee: July 27, 2016

Approved: 7/17/18