

## SPEECH & LANGUAGE PATHOLOGY ASSISTANT

### **Definition:**

Works under the direction and supervision of the speech & language pathologist. Completes a variety of tasks such as, but not limited to activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication.

Assists in delivering communication instruction to special education students. Provides supervision and training to small groups of students. Performs a variety of instructional services within a well-defined framework of policies and procedures.

### **Distinguishing Characteristics:**

The speech & language pathology assistant works with students who have identified speech and language disorders as well as other disabilities.

Under the direction of a credentialed speech & language pathologist, the speech & language pathology assistant provides practice opportunities for students in the areas of oral motor skills, speech sound production, basic linguistic concepts, social language interactions, and other areas of communication as determined by the students' IEPs. The assistant follows detailed plans, practices and procedures as directed by the speech & language pathologist. The assistant uses judgment in performing duties and in working with students who may have severe medical, physical or behavioral disabilities. The assistant will be assigned to multiple classrooms and may serve students with any of the following conditions: intellectual disability, autism, severe physical/medical involvement, hearing/vision impairment, emotional or behavioral disorders, and learning disorders in addition to their communication delays.

### **Supervision Exercised and Received:**

General direction is provided by the speech & language pathologist. The assistant receives direct training, consultation and feedback from the speech & language pathologist. The speech & language pathologist develops instructional goals and oversees implementation of the IEP. General supervision is provided by the Principal or Assistant Principal.

### **Examples of Duties and Responsibilities:**

Duties and responsibilities may include, but not be limited to the following:

- Conduct speech and language screenings, without interpretation, using screening protocols developed by the supervising speech & language pathologist.
- Provide direct treatment assistance to students under the supervision of the credentialed speech & language pathologist.
- Follow and implement documented treatment plans or protocols developed by the supervising speech & language pathologist.
- Document student progress toward meeting established objectives, and report information to supervising speech & language pathologist.
- Assist speech & language pathologist during assessments, assisting with formal documentation, preparing materials, and performing clerical duties.
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapt and/or modify instructional material and/or equipment as determined by student needs and abilities for teacher use in classroom.
- Assist in maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and create an orderly and clean classroom environment.
- Implement behavior management programs for students as designed by certificated staff.
- Perform related duties as assigned.
- Carries out speech/language activities as instructed by the speech & language pathologist.
- Discusses instructional needs and/or other issues related to students with the speech & language pathologist.

**Employment Standards:**

Knowledge of:

- Best instructional practices/ strategies for working with assigned students
- Developmental, functional sequence for building communication skills of assigned students
- Individual Educational Plan for assigned students
- Pertinent curriculum areas
- Standard English usage, spelling, grammar and punctuation
- Basic word processing skills on a computer
- Cultural-linguistic diversity

Ability to:

- Deliver instruction in a manner that is motivating, developmentally appropriate and sensitive to students' individual learning needs/styles
- Modify instruction as needed to address students level of attention, affective state, or other variables
- Effectively engage students in activities and reinforce their participation
- Manage student behaviors appropriately
- Monitor student's communication interactions and offer appropriate support
- Collect data samples and annotative information on individual students
- Ask questions and gather information as needed to clarify instructional plans or to better understand specific student behaviors or communication
- Respond to requests of students, classroom staff, or supervisors to provide needed information, assistance, materials or training
- Communicate effectively in both oral and written form
- Establish and maintain cooperative working relationships
- Work independently, with guidance as needed
- Develop positive rapport with all students; being fair, consistent and respectful
- Plan, organize and prioritize work to meet deadlines
- Perform competently and demonstrate skills and knowledge in area of responsibility
- Establish an instructional environment to meet individual student needs
- Learn about developmental stages and/or psychology of the assigned student population
- Take appropriate action in emergency situations- i.e.: follow procedures in a calm, responsible manner.
- Learn basic CPR and first aid
- Facilitate student interactions
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change

Desirable Qualifications:

- Knowledge of general needs and behaviors of students
- Knowledge of speech, language and hearing problems commonly referred for treatment
- Knowledge of behavior and anger management techniques

**Education and Experience:**

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Associate degree and/or graduation from Speech & Language Pathology Assistant Certificate Program.
- Bachelors Degree in Speech & Language Pathology or communication disorders; and
- Current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

Experience:

- One year direct experience as an instructional assistant and/or enrollment in previous coursework in related fields at the college level.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must meet the physical requirements to safely and effectively perform assigned duties, including lifting up to fifty [50] pounds on an occasional basis, and in excess of fifty [50] pounds with assistance.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.