

JOB DESCRIPTION

November 2014

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

SPEECH AND LANGUAGE PATHOLOGY ASSISTANT I & II

General Purpose:

A Speech and Language Pathology Assistant is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). Assists in providing instruction specific to the area of speech and language communication to students identified as having special needs, and monitors the use of augmentative devices and systems.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Provides direct therapy and follows documented treatment plans or protocols.
- Documents student performance such as tallying data, preparing charts, records, and graphs and reports information.
- Assists the Speech and Language Pathologist during assessment of students.
- Assists with documentation as directed.
- Assists with clerical duties such as preparing materials and scheduling activities.
- Performs checks and maintenance of equipment.
- Assists instructional personnel in the implementation of Individual Educational Plans (IEPs).
- Supports the supervising Speech and Language Pathologist in research projects and in-service training programs.
- Assists with departmental operations such as scheduling, record-keeping, and safety/maintenance of supplies and equipment.
- Collects data for quality improvement.
- Exhibits compliance with state and federal regulations.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

Speech and Language Pathology Assistant I

- Associate of Arts degree is required.

Speech and Language Pathology Assistant II

- Bachelor's degree in Speech Pathology or Communications is required.

Experience:

- One year of employment as a speech aide or assistant is desirable.

Knowledge, Skills and Abilities:

- Knowledge of Speech and Language Pathology equipment, materials and procedures.
- Knowledge of language development in children.

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- Knowledge of articulation development, learning patterns in children and student behavior.
- Knowledge of management techniques and strategies.
- Knowledge of English usage, punctuation, spelling and grammar.
- Knowledge of basic arithmetical concepts, simple record keeping and record management.
- Knowledge of public education goals and objectives.
- Knowledge of learning problems of children with special educational needs.
- Knowledge of personal computers and software, including word processing, learning and educational software, and augmentative communication devices and systems.
- Skills to deal effectively with attitudes and behaviors of students.
- Skills to effectively and tactfully communicate in both oral and written form.
- Skills to interface effectively with supervisor.
- Skills to manage and use time effectively.
- Skills to maintain student performance documentation.
- Skills to assist a Speech and Language Pathologist.
- Skills to operate standard office equipment including computer, copier, fax machine, etc.
- Ability to understand and carry out oral and written directions, including intervention plans.
- Ability to utilize specialized communication systems and devices.
- Ability to assist in the educational program of assigned student(s)
- Ability to demonstrate an understanding, patient and receptive attitude toward children.
- Ability to learn and utilize current speech and language methods and procedures to be followed in an instructional setting.
- Ability to establish and maintain effective work relationships with those contacted in the the performance of required duties.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a Speech and Language Pathology Assistant License.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

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- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Speech and Language Pathology Assistant I : 31.0
Speech and Language Pathology Assistant II: 33.0

Reviewed and Approved:

Supervisor: _____

Date: 11-22-14

Human Resources: _____

Date: 11/20/14