

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Speech/Language Pathology Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Special Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OTBS
ISSUED:	July 21, 2003		

BASIC FUNCTION: Assist speech-language pathologist staff in supplementing, enhancing, and extending speech-language pathology services for pupils with speech and language disorders including articulation/phonology, cognition, motor speech, dysphasia, voice, fluency, craniofacial anomalies, hearing and child and adult language; assist in providing training and use of augmentative and alternative communication.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Provide direct treatment assistance to identified pupils; prepare work areas and materials for use during speech and language assistance. **E**

Conduct speech-language screenings using specified screening protocols developed by certificated speech-language pathologist staff. **E**

Accompanies pupils to and from therapy sessions and/or prepares for speech-language session. **E**

Maintain comprehensive records and materials relating to screening results and provides information to certificated staff. **E**

Follow documented treatment plans or protocols developed by certificated staff; document and report pupil progress toward meeting established goals as stated in IEP (Individualized Education Plan) or an IFSP (Individualized Family Services Plan). **E**

Assist speech-pathologist staff during assessment of pupils; maintain confidentiality of information pertaining to pupils and their families. **E**

Schedule activities, prepare a variety of materials including charts, graphs, and other data display information; provide recordkeeping for pupil files and perform related office support tasks. **E**

Maintain and clean equipment using infection control protocol; check and maintain equipment in proper working condition. **E**

Participate with certificated staff in research projects; attend inservice training and other related activities. **E**

Participate in classroom activities as requested by speech-language pathology staff; attend conferences and workshops related to speech/language pathology services. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized school or program for Speech/Language Pathology Assistant as part of an AA degree in Science including specialized coursework, observation supervision and fieldwork experience. Prior experience in educational or clinical settings is preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession of valid registration as a Speech/Language Pathology Assistant with the California Speech-Language Pathology Board.

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Speech/language pathology equipment, materials and procedures.

Oral and written communication skills.

Reading and writing English communication skills.

ABILITY TO:

Operate standard office equipment including microcomputers and related software applications.

Use appropriate oral and written language in contacts with pupils, parents, and district staff.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Communicate honestly, clearly, accurately, coherently, and concisely.

Respect and consider age, gender, cultural/linguistic background, and related factors when providing services.

WORKING CONDITIONS:

ENVIRONMENT: Office or classroom settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.