

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

SPEECH & LANGUAGE PATHOLOGY ASSISTANT

DEFINITION

Assists in providing activities designed to develop pre-language and language skills, oral-motor control production, vocalization and use of assistive technology devices for communication.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Speech and Language Specialist

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Follows documented therapy plans and protocols. Documents student progress formally and informally. Assists Speech-Language teacher during assessments. Prepares therapy materials and/or equipment for use in classroom and therapy activities, Adapts or modifies instructional materials as determined by student needs and abilities. Schedules activities, prepares charts, records, graphs and other displays of student performance data. Assists instructional staff with implementation of student IEPs. Performs a variety of classroom related work such as sorting, filing, and record keeping, establishing and maintaining files, recording attendance, completing forms. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of correct English usage, spelling, grammar, punctuation and phonetics. Knowledge of effective record keeping practices and procedures. Knowledge of human anatomy and physiology. Knowledge of normal speech, language, hearing development, language disorders and rehabilitation. Knowledge of articulation disorders and rehabilitation. Knowledge of acquired disorders and rehabilitation. Knowledge of clinical methods and procedures. Knowledge of hearing disorders and aural rehabilitation. Ability to deal effectively with attitudes and behaviors of students. Ability to effectively and tactfully communicate in both oral and written forms. Ability to efficiently use and manage time. Ability to maintain student performance records. Ability to use a variety of screening tools and protocols appropriately. Ability to manage behavior and treatment programs. Ability to operate standard office equipment. Ability to establish and maintain effective work relationships with those contacted in the performance of required duties. Ability to make independent decisions to respond to student requests and needs and to select appropriate techniques to be used with students.

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QUALIFICATIONS CONTINUED

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience as a speech aide with training and experience that is recognized by the State Licensing Board

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: _____ Date:

BOARD APPROVED: