

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

DEFINITION: Under the direction of the Director of Student Services, and in coordination with a certificated Speech/Language Pathologist and in accordance with State guidelines, assists the Speech and Language Pathologist and/or classroom teacher in the delivery and monitoring of instructional programs designed to improve the language development and/or academic skills of identified students.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Conducts speech/language therapy and screenings in individual and small group sessions for identified students as developed, trained, and instructed by the certificated Speech/Language Pathologist
- Conducts documented treatment plans or protocols developed by the certificated Speech/Language Pathologist
- Prepare therapy materials and/or equipment for use in therapy activities
- Attend and participate in planning and evaluation sessions
- Assist in reviews of student progress
- Assist the certificated Speech/Language Pathologist with pathology in-servicing, family and community education
- Participate as a positive team member
- Maintain routine informational and operational records
- Prepare reports of work completed and materials used
- Assist in the maintenance of records such as weekly plans, schedules, calendar of events, accident reports, inventory of equipment, maintenance of equipment and other records as assigned
- Check and maintain equipment including but not limited to, augmentative communication devices
- Encourage oral skills and listening skills as appropriate during group lessons
- Establish rapport with assigned students and model respect and appropriate behavior when interacting with students
- Attend and participate in meetings, trainings and workshops as assigned
- Assist in maintaining a clean, safe and healthful environment
- Assist with first aid as needed
- Depending on need, assist with monitoring students on the playground, in the classroom, and restroom facilities to assure safety
- Depending on need, assist with feeding and toileting
- Perform clerical functions, i.e., file, collate, type, use a computer
- Other duties as assigned

QUALIFICATIONS:

Knowledge of:

- Mandated reporting laws, ethics and laws pertaining to speech-language pathology
- Techniques of student supervision
- Behavior modification, prompting levels and motivational techniques
- Observational behaviors, visual supports, data collection, classroom organization and management

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- Student testing, testing procedures and routine recordkeeping
- Proper English usage, spelling, grammar, and punctuation
- Basic arithmetic
- Safety practices in group or individual activities
- Technology specific to classroom learning
- Modern office equipment

Ability to:

- Effectively work with students who have language, speech and/or hearing disabilities
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with students with disabilities
- Establish relationships with students
- Meet schedules and time lines
- Maintain regular attendance and punctuality
- Participate in activities outside the classroom such as mainstreaming, recreational activities and field trips
- Learn and perform specialized instructional procedures including, but not limited to instruction in reading, math, and technology
- Attend specialized trainings unique to the assigned student's disability
- Develop and maintain cooperative working relations with those contacted in the course of work
- Work independently on own initiative
- Perform First Aid
- Analyze situations accurately and use an appropriate course of action
- Be responsible for the safety and welfare of special needs students
- Travel between sites
- Speak and write effectively in English
- Maintain accurate records
- Maintain confidentiality

EDUCATION AND EXPERIENCE:

- High School Diploma
- Associates Degree in Speech/Language Pathology Assistant training or equivalent course of study approved by the State Speech-Language Pathology and Audiology Board.
- Additional coursework related to this position such as education, psychology, child development, classroom behavior management and/or Early Childhood Education
- Specialized training in areas of assignment (eg:repetitive drill exercises, generalization or carryover activities)

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing students and reading instructional materials, tests, student records and other printed matter

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- Hear and understand speech at normal levels
- Communicate so others will clearly understand normal conversation
- Communicate using the telephone and radio
- Operate audiovisual equipment, computer, typewriter, copy machine and other office and other equipment used in the course of work with dexterity
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 45 lbs.
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

- Indoor and outdoor working environment subject to bending, crouching, kneeling, lifting and reaching in all directions.

LICENSE OR CERTIFICATE:

- Possess a valid Certificate of Completion of a Speech/Language Pathology Assistant Program
- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification within six (6) months of hire

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.

Adopted by the Board of Education: June 30, 2015