



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

Duties and Responsibilities of Speech and Language Assistant

Primary Function:

Under the general supervision of the school principal, and both direct and indirect supervision of a certificated Speech and Language Pathologist, the Speech and Language Assistant will assist in providing authorized and appropriate speech and language services to students identified as having special needs in the area of speech and language communication.

Duties and Responsibilities:

Assists Speech and Language Pathologist with prescribed therapy by working with and tutoring individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communications, including articulation, language, voice, and fluency skills.

Assists Speech and Language Pathologist during assessment of students;

Assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports;

Assists instructional staff with the implementation of IEPs;

Assists in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, creating an orderly and clean classroom environment, etc.;

Implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; assist in maintaining appropriate behavior in the classroom and between classroom activities;

Prepare learning materials and assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices;

Prepare various teaching materials such as charts, pictures, work lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed;

Perform a variety of classroom related clerical work such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.;

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Performs related duties as assigned.

Supervision:

General supervision is received from the school principal or designee. Daily direction and both direct and indirect supervision is provided by a certificated Speech and Language Pathologist.

Knowledge and Ability:

Knowledge of:

Speech and language pathology equipment, material and procedures;
Language development in children;
Articulation development;
Learning patterns in children;
Student behavior management techniques and strategies;
Learning problems of children with special educational needs;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Oral and written communication skills;
Interpersonal skills using tact, patience, and courtesy;
Basic record keeping techniques;
Health and safety procedures and techniques.

Ability to:

Understand and carry out oral and written directions, including intervention plans;
Learn and utilize current speech and language methods and procedures used in an instructional setting;
Utilize specialized communication systems and devices;
Assist in the educational program of assigned student(s);
Communicate effectively orally and in written form;
Operate standard office equipment including: copier machines, calculators, and personal computers utilizing word processing, learning and educational software;
Demonstrate an understanding, patient, and receptive attitude toward children;
Establish and maintain a cooperative and effective working relationship with students and other staff.

Education and Experience:

An Associate degree in and/or graduation from a Speech and Language Pathology assistant certificate program or substantial progress toward a Bachelors degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate). Field experience, supervised by an ASDHA certified speech language pathologist (minimum of 100 hours or that which is required by a speech-language pathology certificate program

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in order to register as a Speech Language Pathology Assistant with the California Speech Language Pathology and Audiology Board). Prior experience in working with elementary age children is desirable.

Physical Demands and Working Environment:

Frequently stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other District staff. Works in a classroom environment with guidance from certificated staff.

Licenses Required:

Registration as a Speech Language Pathology Assistant with the California Speech Language Pathology and Audiology Board;

Possession of a valid CPR and First Aid Certificate;

May be required to possess valid and appropriate California Driver License.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 170
- School Year