

Sacramento County Office of Education Job Description

Classification Title: Speech-Language Pathology Assistant

DEFINITION

Under supervision of Language, Speech, and Hearing Therapists, completes a variety of tasks such as activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Conducts speech and language screenings, without interpretation, and uses screening protocols developed by the Language, Speech, and Hearing Therapists; provides direct treatment assistance to students at various school sites; follows and implements documented treatment plans or protocols; documents student progress toward meeting established objectives and reports the information to therapists; assists the therapists during assessments by assisting with documentation and performing clerical duties including preparing Medi-Cal requests and Low Incidence orders for therapists and completing Medi-Cal billing for students receiving direct therapy; prepares, delivers, and sets up therapy materials such as visual schedules, communication books, and/or equipment for use in therapy activities; programs and troubleshoots Augmentative and Alternative Communication (AAC) devices; adapts or modifies instructional materials and/or equipment as determined by student needs and abilities; assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports; observes and reports significant behavioral patterns or other problems to the therapists; assists in maintaining appropriate behavior between activities; prepares various teaching materials such as charts, pictures, word lists, and other related items; attends meetings, workshops, and professional growth trainings.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Associate of Arts degree in speech-language pathology or communication disorders, or graduation from a speech-language pathology assistant program; current registration as a Speech-Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board; prior SLPA experience in educational or clinical settings is preferred.

Knowledge of

Speech and language pathology equipment, materials, and procedures; normal speech, language, and hearing development; language disorders and rehabilitation; articulation disorders and rehabilitation; acquired disorders and rehabilitation; terminology related to communicative disorders; learning patterns in children; student behavior management techniques and strategies; learning difficulties of children with special education needs; AAC devices and other assistive technology; English usage, punctuation, spelling, and grammar; basic math skills; routine office procedures and recordkeeping; standard software applications including videoconferencing platforms.

Skill and Ability to

Effectively respond to attitudes and behaviors of students; use a variety of screening tools and protocols; appropriately administer and score screening tools; provide effective implementation of therapy objectives;

interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds; maintain confidentiality of student information; work independently with minimal supervision; maintain and troubleshoot assistive equipment; communicate effectively in oral and written form; use standard software applications to operate a computer or tablet; configure and operate assistive technology devices; react with flexibility and sensitivity to changing situations and needs; organize and prioritize work; effectively carry out written and oral instructions; maintain cooperative work relationships.

Other Characteristics

Possession of valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Revisions approved by Personnel Commission 3/9/21
Revisions approved by Personnel Commission 7/11/17
Approved by Personnel Commission 11/12/08