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 therapy materials such as visual boards, word walls, communication boards, 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.

**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 IPad applications.

**Skill and Ability to:**
Deal effectively with 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; work independently with minimal supervision; maintain and troubleshoot assistive equipment; communicate effectively in oral and written form; operate a computer and IPad using standard software applications; 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 and willingness to travel locally using own transportation, with mileage reimbursed, as needed.

Revisions approved by Personnel Commission 7/11/17
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