



## *Parlier Unified School District*

900 Newmark Avenue  
Parlier, CA. 93648  
(559) 646-2731  
Fax (559) 888-0210

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<b>Position Title:</b>	Speech Language Pathologist Assistant	<b>Reports to:</b>	School Administrator/Designee
<b>Salary:</b>	Classified Salary Schedule	<b>Classification</b>	Classified
<b>Range:</b>	37	<b>Work Year</b>	10 months
<b>Board Approved:</b>	August 13, 2019	<b>*Reallocated:</b>	May 23, 2023

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### **PRIMARY FUNCTION:**

Under supervision of an Administrator and the Speech/Language Pathologist, to complete a variety of tasks such as, but not limited to activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech/Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities.

### **ESSENTIAL JOB FUNCTION:**

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Conduct speech and language screenings, without interpretation, and using screening protocols developed by the supervising Speech/Language pathologist;
- Provide direct treatment assistance to students under the supervision of the credentialed Speech/Language Pathologist;
- Follow and implement documented treatment plans or protocols developed by the supervising Speech/Language pathologist;
- Document student progress toward meeting established objectives, and report the information to the supervising speech/Language Pathologist;
- Assist the Speech/Language Pathologist during assessments, assisting with formal documentation, preparing materials, and performing clerical duties;
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities;
- Adapt or modify student records, tallying data, preparing charts, records, graphs, and reports;
- Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and create an orderly and clean classroom environment;
- Implement behavior management programs for students as designed by certified staff, observe and report significant student behavior, behavioral patterns, and/or other problems to the Speech/Language Pathologist; assist in maintaining appropriate behavior in the classroom and between classroom activities;
- Prepare various teaching materials such as charts, pictures, word lists, and other related items by typing, duplicating, collating, stapling, and laminating as needed;
- Follow individual educational program through daily or weekly instructional plans;
- Maintain regular schedules with students;
- Attend staff and in-service training meetings;
- Hours may vary depending on the needs of families and access to services

And other duties as assigned.

### **EDUCATION AND EXPERIENCE**

- Any combination equivalent to completion of high school sufficient to assure the ability to read and write the level required for successful job performance.
- Any combination equivalent to: graduation from high school and Associate Degree in and/or graduation from a Speech/Language Pathology Assistant Certificate program or Bachelor's degree in speech/language pathology or communication disorders.

## **KNOWLEDGE AND ABILITIES**

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;
- Learning patterns in children
- Correct English word enunciation and pronunciation, usage, grammar, spelling, punctuation, vocabulary, and math;
- Correct usage of speech and language patterns;
- Oral communication, including basic linguistics;
- Written communication skills;
- Principles, methods, and equipment used in speech therapy;
- Operation of a computer and assigned software;
- Modern office practices, procedures, and equipment;
- Methods of collecting and organizing data and information;
- The educational and developmental needs of young children with specific disabilities, particularly pertaining to the special needs and limitations of individuals requiring speech therapy;
- Student behavior management techniques and strategies;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Understand and follow oral and written directions;
- Communicate effectively both orally and in writing;
- Work independently with little direction;
- Meet schedules and timelines;
- Analyze situations accurately and adopt an effective course of action;
- Prepare records and reports related to assigned activities;
- Plan and organize work;
- Operate a variety of office equipment, including a computer and assigned software;
- React with flexibility, creativity, and sensitivity to changing situations and needs;
- Interact effectively with students, parents, staff, and the public;
- Work effectively with a student population
- Work collaboratively in teams and with families;
- Maintain confidentiality of sensitive and privileged information;
- Work effectively with individuals from various ethnic and cultural groups;
- Establish and maintain cooperative and effective working relationships with others;
- Contribute to a positive working environment.

## **QUALIFICATIONS**

**LICENSE:** Current registration with the State of California Department of Consumer Affairs Board of Speech/Language Pathology and Audiology at the time of appointment and must maintain current registration throughout employment in this classification

Possession of a valid California Class C Driver's License:

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

The employee is required to: Regularly stand, walk, and sit; occasionally stoop, kneel, crouch, or crawl and reach with hands and arms; frequently reach with hands; continuously repeat the same hand, arm or finger motion many times as in typing or using a calculator; continuously interact with the public; students and staff while meeting multiple demands from several people; occasionally lift and/or push up to 25 pounds. Specific vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

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Employee Signature

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Date

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Witnessed By

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Date