



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

SPEECH-LANGUAGE PATHOLOGY ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; performs a variety of duties in support of student case management services; maintains records and documentation on students; participates and collaborates as a member of an educational team providing services for individual students to improve their academic performance; perform other job-related duties as assigned and/or required.

ESSENTIAL DUTIES:

- Provide speech therapy services according to Individualized Education Program goals developed by a Speech Therapist in accordance with District policies, procedures, federal and state laws.
- Assist the Speech Therapist during assessment.
- Follows documented treatment plans or protocols developed by the supervising Speech Therapist.
- Provide direct, collaborative, or consultative speech and language therapy as directed by students' IEPs.
- Document student performance via document logs (e.g., tallying data, prepare charts, records and graphs) and reports this information to the supervising speech therapist; assist students with completing speech and/or language exercises, drills and assignments designed to enhance speech, language and articulation.
- Program and provide instruction in the use of augmentative and alternative communication (AAC) devices.
- Assist staff with clerical duties such as preparing materials, scheduling activities, completing forms, reports, and other paperwork; maintain confidentiality of student records.
- Attend parent conferences and/or IEP meetings as needed.
- Participate in research projects, in-service training and public relations programs.
- Works in an itinerate capacity at multiple sites.
- If bilingual, may provide services, under the Speech Therapist's direction, in another language for students who do not speak English and English language learners.
- If bilingual, may assist the Speech Therapist with bilingual translation during screening and assessment activities, exclusive of interpretation.
- Assist with departmental operations such as scheduling, recordkeeping, safety/maintenance of supplies and equipment needed.
- Perform other job-related duties as assigned and/or required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Normal speech, articulation, language, hearing development, language disorders, hearing disorders and treatments; language and articulation development, disorders and

rehabilitation.

- Methods and techniques used in individual and small group speech therapy for students with special needs.
- Health Insurance Portability and Accountability Act (HIPPA) and Family Education Rights and Privacy Act (FERPA) regulations and compliancy rules.
- Record keeping and report preparation techniques.
- Appropriate use of English grammar, punctuation, spelling and phonetics.
- Various issues affecting communication abilities.
- Communication systems and devices used in speech therapy.

ABILITY TO:

- Interpret IEP requirements and implement appropriate therapy per those requirements.
- Communicate effectively, both orally and in writing, with others using tact, patience, and courtesy.
- Drive a personal vehicle to various sites to conduct work
- Maintain confidentiality of student and family records and information.
- Be flexible and able to adapt to changes in routine and duties.
- Site for extended periods of time.
- Make independent decisions to respond to student requests and needs; select appropriate techniques to be used with students.
- Operate a computer and related software.
- Understand and follow both written and oral directions, work rules, and procedures.
- Maintain consistent, punctual and regular attendance.

BILINGUAL/BILITERATE positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Completion of a Speech-Language Pathology Assistant (SLPA) program with an Associate of Arts or Bachelor of Arts degree along with the required field work experience.

Registration with the Speech-Language Pathology Board as a Speech-Language Pathology Assistant is required within six (6) months of employment.

EXPERIENCE:

Six (6) months working in a structured environment with individuals ages three (3) to twenty-two (22) having speech and language disabilities preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Speech-Language Pathology Assistant license.
- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom/office environment

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

September 2024