

**TITLE: SPEECH-LANGUAGE PATHOLOGIST ASSISTANT (SLPA)**

**JOB GOAL:** Under the direction of a Licensed Speech-Language Pathologist (SLP), assists in providing speech therapy services to special education students in accordance with Individualized Education Program (IEP); maintains records and documentation on students; and performs related duties as required.

**ESSENTIAL FUNCTIONS**

1. Provides direct speech and language therapy to children and follows documented treatment plans or protocols.
2. Documents student performance such as tallying data.
3. Prepares charts, records and graphs and reports information.
4. Assists the Speech-Language Pathologist during assessment of students including, but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for the supervising SLP based on American Speech-Language-Hearing Association (ASHA), State, and District regulations.
5. Assists with documentation as directed.
6. Prepares therapy materials and/or equipment for use in classroom and therapy activities.
7. Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher under the supervision of the Speech-Language Pathologist.
8. Assists instructional personnel in the implementation of Individual Education Plans (IEPs).
9. Supports the Speech-Language Pathologist in research projects, and in-service trainings.
10. Performs checks and maintenance of equipment including, but not limited to, augmentative and alternative communication devices.
11. Assists with departmental operation such as scheduling, record-keeping, and safety/maintenance of supplies and equipment.
12. Collects data for quality improvement.
13. Exhibits compliance with state and federal regulations.
14. Operates a variety of office machines, including computer, copier, and calculator.
15. May work in a variety of locations, including school or district offices.
16. Participates in district in-service training as required.
17. Follows district policies and procedures.
18. Knows and understands the Mission and Core Values of the district.
19. Communicates effectively in both oral and written forms.
20. Performs other related duties as assigned.

**QUALIFICATIONS:**

***Knowledge of:***

1. Speech-language pathology equipment, materials, and procedures
2. Language development in children.
3. Articulation development.
4. Learning problems of children with special educational needs.
5. Student behavior management techniques and strategies.

**Knowledge of:** (continued)

6. Correct English usage, spelling, grammar, punctuation and math.
7. Simple record keeping and record management.
8. Personal computers and software, including work processing, learning and educational software.
9. Oral and written communication skills

**Ability to:**

1. Establish and maintain cooperative and collaborative working relationships with those contacted in the performance of required duties.
2. Understand and carry out oral and written directions, including intervention plans.
3. Utilize specialized communication systems and devices.
4. Assist in the educational program of assigned student(s).
5. Communicate effectively in oral and written form.
6. Learn and utilize current speech-language methods and procedures to be followed in an instructional setting.
7. Maintain student performance documentation.
8. Make independent decisions to respond to student requests and needs, and to select appropriate techniques to be used with students.
9. Perform clerical tasks and operate office machines.
10. Manage and use time effectively.
11. Meet the physical, mental and environmental demands of the position.
12. Present and maintain a pleasant appearance and demeanor.
13. Exercise independent judgment and problem-solving skills related to specific areas of responsibility.
14. Work successfully with diverse groups of people.
15. Be a productive and active team member

**Training and Experience:**

Equivalent to the completion of the twelfth grade; training and/or experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience would include: one year of experience providing direct therapy to language/speech impaired individuals in a clinical or educational setting and/or possession of an associate's degree in speech-language pathology, or graduation from a speech-language pathology assistant certificate program. Additional experience working with children (ages three to twenty-one) is desirable.

**SPECIAL REQUIREMENTS:**

1. Registration with the Speech-Language Pathology and Audiology Board as a Speech-Language Pathology Assistant is required.
2. A valid California Motor Vehicle Operator's license.
3. A work history demonstrating reliability and good attendance.
4. Some positions in this class may require individuals who can read, write, and/or speak a secondary language.

**REPORTS TO:** Executive Director of Special Education or Designee

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in a wide range of temperatures.
19. Able to work in restricted spaces in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

**TERMS OF EMPLOYMENT:** 185 day work year - Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The Executive Director of Special Education or designee will complete the evaluation.

Approved by: Board of Education

Date: August 10, 2017

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE and  
AN EQUAL OPPORTUNITY EMPLOYER**