

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor and guidance from a Certificated Speech Pathologist, provide assistance specific to the area of speech and language communication to students identified as having special needs; assist with activities designed to develop language skills, oral-motor control for speech production, and vocalization; and monitor the use of communication devices and systems.

REPRESENTATIVE DUTIES:

Tutor or drill students, both individually and in groups, utilizing established lesson plans and designed Individualized Education Program (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills. E

Prepare learning materials and assist students in use of alternative communication methods, and a variety of computerized speech and language communication devices. E

Prepare various teaching aides and materials, such as charts, pictures, word lists, and other related items using such methods as typing, duplicating, collating, stapling and laminating. E

Assist in classroom organizing activities, such as displaying educational materials, arranging furniture to facilitate instructional needs and creating an orderly and clean classroom environment. E

Implement community-based instruction, social skills groups, and life skills training with individuals and small groups of students, in various settings, such as independent bus travel, pedestrian safety and shopping. E

Perform a variety of classroom associate clerical work, such as sorting, filing, record-keeping, setting up and maintaining files, recording attendance, completing forms, using a variety of office machines including a personal computer. E

Follow documented therapy plans provided by the Certificated Speech Pathologist. E

Assist with documenting student progress based on established goals and objectives. E

Perform checks and maintenance on augmentative communication devices and equipment. E

Maintain an orderly, attractive and positive learning environment; assure the health and safety of students by following health and safety practices and procedures. E

Perform related duties as assigned.

Ref. 8.a

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Personnel Commission Approval

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Human anatomy and physiology.
Normal speech, language, and hearing development.
Language disorders and rehabilitation.
Articulation disorders and rehabilitation.
Acquired disorders and rehabilitation.
Clinical methods and procedures.
Hearing disorders and aural rehabilitation.
Learning patterns of children.
English usage, grammar and punctuation.
Record keeping techniques.
Personal computers and software, including word processing.

ABILITY TO:

Utilize specialized communication systems and devices to assist in the educational development of language and articulation of assigned students.
Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development.
Work with students having a broad range of learning and/or physical disabilities.
Motivate and encourage positive learning patterns and behavior of students with disabilities and special learning needs.
Assist with the discipline of students in accordance with District policy.
Assist with behavior modification of students.
Operate a variety of office and classroom equipment, including a computer.
Demonstrate understanding and patience toward students with disabilities and/or behavioral problems.
Maintain records and complete tasks in a timely manner.
Interact successfully with parents, students, supervisors, school staff, and the community.
Communicate effectively both in writing and orally.

EDUCATION AND EXPERIENCE:

~~The equivalent of graduation from high school and higher level coursework including a minimum of four courses in communicative and speech disorders, language and articulation, special education, education or a related field and sufficient experience to demonstrate the knowledge and abilities listed above.~~

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An Associate's degree, successful completion of a Speech-Language Pathology Assistant program, and registration as a Speech-Language Pathology Assistant with the State of California is required. Six months of paid or volunteer experience in a Speech-Language Pathology Assistant program is desirable.

LICENSES OR OTHER REQUIREMENTS:

A certificate from an accredited Speech-Language Pathology Assistant Program and registration as a Speech-Language Pathology Assistant with the State of California is required ~~preferred~~.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Some assignments may require the lifting and positioning of students in wheelchairs or other equipment.

Dexterity of hands and fingers to operate standard office and speech-language devices and equipment.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Ref. 8.c

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