

## **SPEECH AND LANGUAGE AIDE**

### **DEFINITION:**

Under general supervision of the school principal or designee and immediate supervision of a certificated Speech and Language Pathologist, assists in providing authorized and appropriate speech and language services for students identified as having special needs in the area of speech and language communication.

### **CLASS CHARACTERISTICS:**

This class is distinguished from Instructional Assistant- Special Education in that they have specific education qualifying them to assist Speech and Language Pathologists working with students having identified special needs in speech and language communication. This class also differs from Speech and Language Assistant in that incumbents must be supervised at all times by a Speech and Language Pathologist when providing authorized speech and language services for a student. This class is to be utilized as a training class for students enrolled in a speech and language pathology assistant certificate program and/or those having substantial progress toward or having attained a Bachelors or higher degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate) to acquire the required hours of supervised field experience for registration as a Speech and Language Pathology Assistant.

### **EXAMPLES OF DUTIES:**

Assist Speech and Language Pathologists with prescribed therapy by working under immediate supervision with and tutoring individuals and small groups of students, utilizing established lesson plans and specific Individual Education Plans (IEP) in the area of speech and language communication, including articulation, language, voice and fluency skills. *E*

Assist instructional staff with the implementation of IEP=s. *E*

Assist in maintaining student records, tallying data, preparing charts, records, graphs and reports. *E*

Prepare learning materials and under immediate supervision assist students in the use of alternative communication methods and a variety of computerized speech and language communication devices. *E*

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

May assist Speech and Language Pathologists during assessment of students.

May implement behavior management programs for students as designed by certificated staff; observe and report significant student behavior, behavioral patterns, and/or other problems to the teacher/specialist; 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.

Perform a variety of classroom related clerical work such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.

Perform related duties as assigned.

*E denotes an essential function of the job.*

**SUPERVISION:**

General supervision is received from the school principal or designee. Immediate supervision is provided by a certificated Speech and Language Pathologist.

Supervision is not exercised over other employees.

**MINIMUM QUALIFICATIONS:****Knowledge of:**

Speech and language pathology equipment, materials and procedures;  
Language development in children;  
Articulation development;  
Learning patterns in children;  
Student behavior management techniques and strategies;  
Learning problems of children with special educational needs;  
Correct English usage, grammar, spelling, punctuation and vocabulary;  
Oral and written communication skills;  
Interpersonal skills using tact, patience and courtesy;  
Basic record-keeping techniques;  
Health and safety procedures and techniques.

**Ability to:**

Understand and carry out oral and written directions, including intervention plans;  
Learn and utilize current speech and language methods and procedures used in an instructional setting;  
Under immediate supervision utilize specialized communication systems and devices;  
Assist in the educational program of assigned student(s);  
Communicate effectively orally and in written form;  
Operate standard office equipment including: copier machines, calculators, and personal computers (PC=s) utilizing word processing, learning and educational software;  
Demonstrate an understanding, patient, and receptive attitude toward children;  
Establish and maintain a cooperative and effective working relationship with students and other staff.

**EDUCATION AND EXPERIENCE:**

Graduation from or current enrollment in an Associate degree program in speech and language pathology, or current enrollment in a speech and language pathology assistant certificate program, or substantial progress toward or having attained a Bachelors or higher degree in speech and language pathology or communication disorders (which includes the speech and language courses required for a speech and language pathology certificate). Prior experience in working with elementary age children is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Frequently stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in a classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents and other district staff. Works in a classroom environment with guidance from certificated staff.

**LICENSES REQUIRED:**

Registration by the supervising Speech and Language Pathologist as a Speech-Language Pathology Aide with the California Speech-Language Pathology and Audiology Board, upon employment.

Possession of valid CPR and First Aid Certificates.

May be required to possess a valid and appropriate California Driver's License.

Classification adopted by Personnel Commission 10/14/04

Reviewed with no revisions 4/26/07