



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



SPEECH AND LANGUAGE AIDE

JOB SUMMARY:

Under general supervision of the site administrator or designee, immediate supervision of a certificated Speech and Language Pathologist (SLP) and direction of other certificated staff, 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 (SLP's) working with students having identified special needs in speech and language communication. Participates as a member of an educational team in developing and providing services for students with communication disorders to improve their speech and language skills. 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.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Assist Speech and Language Pathologist with prescribed therapy by working under immediate supervision with and implementing services to 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***

May assist with the implementation of IEPs and implement behavior management programs for students as designed by certificated staff; ***E***

Observe and report significant student behavior, behavioral patterns, and/or other problems to certificated staff; assist in maintaining appropriate behavior in the classroom and between classroom activities; ***E***

May assist Speech and Language Pathologist during speech-language screenings and assessment of students and confer with Speech and Language Pathologist regarding student progress; *E*

Assist in documenting student progress by maintaining student records, tallying data, preparing charts, records, graphs and reports; *E*

Prepare, adapt and modify learning materials and under immediate supervision assist students in the use of alternative communication methods and a variety of computerized speech and language augmentative alternate 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*

Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech-Language Pathology; *E*

Maintain confidentiality of information pertaining to students and their families; *E*

Assure the health and safety of students by following all health and safety rules and utilize positive restraint strategies according to established procedures as necessary; *E*

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 case management support duties such as sorting, filing, record keeping, establishing and maintaining files, recording attendance, completing forms, etc.;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the site administrator or designee. Immediate supervision is provided by a certificated Speech and Language Pathologist. Direction is provided by other certificated staff

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- General methods and techniques of individual and group therapy;
- Speech and Language development theories and practices;
- Speech and language pathology equipment, materials and procedures;
- Language, articulation and hearing disorders in children;
- Learning patterns in children;
- Student behavior management techniques and strategies;
- Learning problems of children with special educational needs;
- English usage, grammar, spelling, punctuation and vocabulary;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Modern office equipment and procedures including the operation of personal computers and word processing software;
- Health and safety procedures and techniques.

Ability to:

- Under immediate supervision of a SLP, assist in providing speech therapy services for identified students according to Individual Education Plan (IEP) and Speech Improvement Plan (SIP) goals;
- Under immediate supervision of a SLP, assist with conducting speech-language screenings and assessment;
- 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 and maintain specialized augmentative communication systems and devices;
- Maintain confidentiality of sensitive and privileged information;
- Communicate effectively orally and in written form;
- Operate standard office equipment including: copier machines, calculators, and personal computers (PCs) utilizing word processing, learning and educational software;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Maintain records and prepare reports related to assigned students and activities;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Passing the Instructional Assistant Competency Examination;
- 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).

Experience:

- Paid or volunteer experience in working with elementary school age children is desirable.
- Paid or volunteer experience working with individuals with speech and language disabilities or communicative disorders is highly desirable.

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.

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

All of the above licenses, certificates and registrations must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Classification adopted by Personnel Commission 10/14/04

Reviewed with no revisions 4/26/07

Revisions effective 9/12/13

Job Description Review and Revisions Effective: 6/11/15