CLASS TITLE: SPEECH AND LANGUAGE PATHOLOGY ASSISTANT (SLPA)

BASIC FUNCTION:
The Speech-Language Pathology Assistant is responsible to the Ventura County Superintendent. This position works under the direct supervision of the Executive Director of Special Education and the general direction of the licensed/credentialed Speech-Language Pathologist. Under general supervision assists in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems.

REPRESENTATIVE DUTIES:
Provides direct therapy and follows documented treatment plans or protocols; 
Documents student performance such as tallying data; prepares charts, records, and graphs and reports information; 
Assists the Speech-Language Pathologist during assessment of students; 
Assists with documentation as directed; 
Assists with clerical duties such as preparing materials and scheduling activities; 
Performs checks and maintenance of equipment; 
Assists instructional personnel in the implementation of Individual Educational Plans (IEPs); 
Supports the supervising Speech-Language Pathologist in research projects and in-service training programs; 
Assists with departmental operations such as scheduling, record-keeping, safety/maintenance of supplies and equipment; 
Collects data for quality improvement; 
Exhibits compliance with state and federal regulations; 
May be required to give and receive information in a second language in addition to English; and 
Performs other related duties as directed.

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KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
- Speech-Language Pathology equipment, materials, and procedures;
- Language development in children, articulation development, learning patterns in children, student behavior management techniques and strategies;
- English usage, punctuation, spelling, and grammar;
- Basic arithmetical concepts;
- Simple record keeping and record management;
- Public education goals and objectives;
- Learning problems of children with special educational needs; and
- Personal computers and software, including word processing, learning and educational software, and augmentative communication devices and systems.

SKILLS:
- Deals effectively and tactfully communicates in both oral and written forms;
- Interfaces effectively with supervisor;
- Manage and use time effectively;
- Demonstrates appropriate conduct;
- Maintains a facilitating environment for assigned tasks;
- Selects, prepares, and presents materials effectively;
- Maintain student performance documentation;
- Assist speech-language pathologist;
- Use a variety of screening tools and protocols;
- Appropriately administer and score screening tools;
- Manages screenings and documentation;
- Communicates screening results and all supplemental information to supervisor;
- Manages behavior and treatment program;
- Provides implementation of treatment objectives;
- Operates standard office equipment including computer, copier, fax machine; and
- Establishes and maintains effective work relationships with those contacted in the performance of required duties.

ABILITY TO:
- Understand and carry out oral and written directions, including intervention plans;
- Utilize specialized communication systems and devices;
- Assist in the educational program of assigned student(s);
- Communicate satisfactorily orally and in written form;
- Demonstrate an understanding, patient, and receptive attitude toward children;
- Learn and utilize current speech-language methods and procedures to be followed in an instructional setting;
- Establish and maintain a cooperative and effective working relationship with children and adults; and
- Perform clerical tasks and operate office machines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to:  Associate degree and/or graduation from a speech-language
pathology assistant certificate program or a Bachelor’s degree in speech-language pathology. Twelve months of employment as a speech aide with training and experience that is recognized by the state licensing board.

LICENSES AND OTHER REQUIREMENTS:
Speech-Language Pathology Assistant License.
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Classroom environment, learning center;
In direct contact with students and with other district staff, without guidance from supervisor;
In direct contact with the public with exposure to minor contagious illnesses (colds, flu, etc.);
and High volume of work and tight deadlines.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate specialized testing and diagnostic equipment;
Sitting or standing for extended periods of time;
Bending at the waist;
Lifting objects weighing up to 40 pounds; and
Walking, and kneeling or crouching.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.