

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Speech-Language Pathology Assistant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1614	<b>WORK YEAR:</b>	10 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 55 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-15-05
		<b>HR REVISION:</b>	04-26-12

**BASIC FUNCTION:**

Assist speech-language pathologist staff in supplementing, enhancing, and extending speech-language services for students with speech and language disorders including articulation/phonology, motor speech, voice, fluency, craniofacial anomalies, hearing, and language; assist in providing training and use of augmentative and alternative communication.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide direct treatment assistance to identified students; prepare work areas and materials for use during speech and language assistance. **E**

Conduct speech-language screenings using specified screening protocols developed by certificated speech-language pathologist staff. **E**

Accompanies students to and from therapy sessions and/or prepares for speech-language session. **E**

Maintain comprehensive records and materials relating to screening results, and provide information to certificated staff. **E**

Follow documented treatment plans or protocols developed by certificated staff; document and report student progress toward meeting established goals as stated in Individual Education Plan (IEP); travel to school sites as required. **E**

Assist speech-language pathologist staff during assessment of students; maintain confidentiality of information pertaining to students and their families. **E**

Schedule activities, prepare a variety of materials including charts, graphs, and other data display information; provide recordkeeping for student files; perform related office support tasks. **E**

Maintain and clean equipment using infection control protocol; check and maintain equipment in proper working condition; lift light objects. **E**

Participate with certificated staff in research projects; participate in classroom activities as requested by speech-language pathology staff; attend in-service training, conferences, and workshops related to speech-language pathology services. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate's degree in and/or graduation from a Speech-Language Pathology Assistant (SLPA) program, which includes completion of speech and language courses, observation supervision, and fieldwork experience. Two years of SLPA experience preferred. Prior experience in educational or clinical settings is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; valid registration as a Speech-Language Pathology Assistant with the California Speech-Language Pathology Board.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Technical aspects of field of specialty.  
Speech-language pathology equipment, materials, and procedures.  
Normal speech, language, and hearing development.  
Language disorders and rehabilitation.  
Acquired disorders and rehabilitation.  
Interpersonal skills using tact, patience, and courtesy.  
Computer hardware and related software.  
Oral and written communication skills.  
Record-keeping techniques.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Respect and consider age, gender, cultural/linguistic background, and related factors when providing services.  
Use appropriate oral and written language in contacts with students, parents, and district staff.  
Utilize specialized communication systems and devices.  
Communicate honestly, clearly, accurately, coherently, and concisely.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Work independently with little direction.  
Plan and organize work to meet schedules and timelines.  
Maintain records and prepare reports.  
Lift light objects according to safety regulations.  
Maintain accurate records.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Operate a computer and related software.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Understand and follow oral and written instructions.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office or classroom environment; travel from site to site.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; see to read, prepare, and proofread documents, perform assigned duties, and view a view computer monitor; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bend, stoop, bend at the waist, and reach overhead, above the shoulders, and horizontally; lift light objects.