

Job Description

San Ramon Valley Unified School District

Speech and Language Pathology Assistant (SLPA)

Purpose Statement

The job of Speech and Language Pathology Assistant (SLPA) is done for the purpose of providing support to the educational process with specific responsibilities for supplementing and enhancing speech and language pathology services; and assessing students' functional development level providing appropriate treatment to meet students' needs as defined in their Individual Education Program (IEP) objectives.

This job reports to Assigned Supervisor

Essential Functions

- Assists Speech and Language Pathologist (SLP) in providing direct treatment to identified students (e.g. prepares work and materials, etc.) for the purpose of supporting students in the completion and implementation of their work activities.
- Communicates with site staff, principal and special education team of IEP goals for the purpose of maintaining an open dialogue and a positive collaborative environment.
- Creates speech therapy materials and develops lesson plans for the purpose of addressing students' IEP goals.
- Implements speech activities and language activities in accordance with IEP goals and as directed by SLP for the purpose of providing appropriate care to students and/or supporting the student's IEP plan.
- Maintains and cleans treatment equipment and supplies (e.g. speech tools, materials, toys, etc.) for the purpose of ensuring equipment is in proper working condition.
- Maintains files and/or records for the purpose of documenting activities and/or ensuring up to date information.
- Participates in students' daily activities, when applicable, for the purpose of supporting and reinforcing functional communications of social and daily living skills lesson objectives.
- Participates in meetings with supervisor, site Special Education team and trainings, staff development, and workshops for the purpose of conveying and/or receiving information, discussing student's progress and brainstorming about next steps.
- Prepares and maintains written materials under the direction of the SLP (e.g. attendance, activity logs, progress reports, student data, future speech goals for students, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; applying assessment instruments; operating equipment used in speech and language therapy; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; speech and language therapy equipment, technology, systems, materials and procedures; and State and Federal laws rules and regulations related to speech and language therapy.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and nonjudgemental; establishing and maintaining effective relationships; and preparing written communication independently and accurately.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires equivalent amounts of sitting, walking and standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: To practice as an SLPA, the individual must have trained in the United States. Prior experience in educational setting or clinical setting is preferred.

Education (Minimum): Graduated from or has the educational equivalent of an associate or certificate level SLPA program accredited by ASHA or equivalent organization; successfully completed a period of supervised fieldwork required by the recognized educational institution; passed nationally recognized entry-level examination for SLPA and fulfilled state requirements for licensure, certification or registration.

Required Testing

None Required

Certificates and Licenses

CA SLPA Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range B

Revised Date