

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: SPEECH LANGUAGE PATHOLOGY ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Student Services, completes a variety of tasks such as, but not limited to, activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities.

REPRESENTATIVE DUTIES:

- Maintain confidentiality.
- Conduct speech and language screenings, without interpretation, using screening protocols developed by the Speech-Language Pathologist.
- Provide direct treatment assistance to students under the direction of the credentialed Speech-Language Pathologist.
- Follow and implement documented treatment plans or protocols developed by the Speech-Language Pathologist.
- Document student progress toward meeting established objectives, and report information to Speech-Language Pathologist
- Assist Speech-Language Pathologist during assessments, assisting with formal documentation, preparing materials and performing clerical duties
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapt and/or modify instructional material and/or equipment as determined by student needs and abilities for teacher use in classroom.
- Assist in maintaining student records, tallying data, preparing charts, records, graphs and reports.
- Assist in organizing activities such as displaying education materials, arranging furniture to facilitate instructional requirements, and helping maintain an orderly environment.
- Implement behavior management programs for students as designed by certificated staff.
- Drive frequently for department business.
- Perform other work-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Computer operations and related software applications, including familiarity with Microsoft Suite and Google Apps
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- General school and/or district office practices.

ABILITY TO:

- See and read, with or without vision aids; ability to hear and understand speech at normal levels with or without auditory aids; ability to communicate so others will clearly understand normal conversation.
- Recognize danger to students or school property.
- Follow written and oral instructions.
- Interact effectively with students, teachers and the public.

EDUCATION AND EXPERIENCE:

Associate degree from Speech-Language Pathology Assistant Certificate Program or bachelor's degree in Speech-Language Pathology or Communication Disorders; Current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology.

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor classroom and school environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 30.