

**CHICO UNIFIED SCHOOL DISTRICT  
SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

**DEFINITION**

Under the direct supervision of the Director of Special Education and the general direction of the licensed and credentialed Speech-Language Pathologist, assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals; maintain records and documentation on students; perform related duties as assigned.

**SUPERVISION EXERCISED** - Exercises no supervision.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist in providing student speech therapy services according to Individualized Education Program (IEP) goals and treatment plans developed by speech language pathologist.
- Assist Speech-Language Pathologist in the assessment of student communication skills without interpretation.
- Assist with conducting speech-language screenings using appropriate prescribed techniques and devices without interpretation and confer with Speech-Language Pathologist regarding student progress.
- Assist with the development of IEP goals and objectives for assigned students.
- Maintain confidentiality of sensitive and privileged information.
- Provide assistance to education staff as a case management team member through consultation, training, and individual and group activities.
- Document student progress toward speech and language IEP goals and objectives by preparing charts, records, graphs, or other means of documentation.
- Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets, and audio equipment.
- Adapt or modify instructional materials as determined by student needs for pathologist use in the classroom.
- Observe and control behavior and interaction of student according to approved procedures; utilize positive restraint techniques according to established procedures as necessary.
- Inspect, maintain and operate augmentative communication devices and equipment.
- Assist other speech language personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Ability to work at multiple sites and perform department business utilizing personal transportation.
- Successfully complete District mandated training as assigned.
- Perform other duties as required to accomplish the objectives of the position.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Speech-language equipment, materials, and procedures;
- Language development in children, articulation development and 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;
- Community, family service agencies, and local businesses;
- Laws, rules, and regulations as applied to the Education Code;
- Interpersonal skills using tact, patience, and courtesy;
- Safe work practices.

**Skill to:**

- Operate equipment used as educational aids;
- Operate modern office equipment;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Read, write and understand the English language;

- Communicate clearly and concisely, both orally and in writing.

**Ability to:**

- Maintain confidentiality;
- Understand District and school site organization, operations, and objectives;
- Work independently;
- Print and write legibly;
- Understand and follow oral and written directions;
- Communicate effectively with students and adults both orally and in writing;
- Work with discretion and maintain confidentiality;
- Observe and manage student behavior according to approved policies and procedures;
- Operate instructional and office equipment, including computers, copiers, and audio-visual equipment;
- Learn to utilize a variety of appropriate instructional materials and procedures in the enhancement of a training/educational environment;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationships with children and adults;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Follow accepted principles, practices, rules, and regulations for feeding, toileting, lifting, and caring for special education students;
- Successfully complete district-identified Speech-Language Pathology Assistant trainings.

**EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

**Education:**

- Associate of Arts Degree and certificate of completion of a Speech-Language Pathology Assistant program; or
- Bachelor's Degree in Speech-Language Pathology or Communication Disorders.

**SPECIAL REQUIREMENTS**

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

**License and Certificate Requirement:**

- Registration with the State of California Department of Consumer Affairs Board of Speech-Pathology and Audiology at the time of application and maintain current registration throughout employment in this classification.
- Possess and maintain an appropriate, valid driver's license and safe driving record.

**Conditions of Employment:**

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

**PHYSICAL DEMANDS:**

*Essential duties require the following physical skills and work environment:*

- Exposure to students who exhibit unpredictable behaviors including, but not limited to, offensive language, verbal threats, yelling, hitting, kicking, spitting, scratching, biting, and eloping.
- Please refer to the "Instructional Paraprofessional" Job Analysis for additional information. Employee should follow the Physical Demands of the Instructional Paraprofessional Job Analysis with a focus on the Physical Demands of the job. This Job Analysis will be deemed in effect until a new Job Analysis can be created specifically for this position.