



Job Description

POSITION TITLE: Speech Language Pathology Assistant (SLPA) #2405
Special Education

SALARY PLACEMENT: Classified Salary Schedule
Range 31

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a valid California License as a Speech Language Pathology Assistant.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Associates degree or Bachelors within the field of Communicative Disorders or like area of study. One year of work experience in a Speech Language Pathology Assistant position. Experience in working with children with various disabilities.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Has a solid understanding of speech and language development. Possess the knowledge and ability to assist in the delivery of services under the direction and developed by the LSH Specialist (SLP with California licensure). Demonstrates the ability to document student performance during services. Displays the ability to assist the licensed therapist with speech, language, and hearing screenings. Possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under the direction of a LSH Specialist with appropriate licensure by the State of California Speech-Language Pathology and Audiology Board, the SLPA will carryout treatment plans by providing direct therapy, assist with assessments/screenings and assist with clerical duties to support the LSH Specialist.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Accept assignments throughout the Special Education program as requested.
2. Assist the LSH during assessment of students.
3. Follow documented plans developed by the LSH Specialist.
4. Document student performance and report information to LSH Specialist.
5. Assist in the preparation of documents and reports.
6. Program and provide instruction in the use of augmentative and alternative communication devices.
7. Prepare materials.
8. Perform checks and maintenance of equipment for therapeutic purposes
9. Assist the LSH Specialist with in-service trainings.
10. Work independently.
11. Prioritize and schedule work.
12. Maintain confidentiality.
13. Ability to be flexible and receptive to change.
14. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone,
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter, and perform medication/nursing procedures with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in an educational and standard environment, and come in direct contact with SJCOE staff, district staff, and the public.

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6/28/2013 sc