

CALAVERAS UNIFIED SCHOOL DISTRICT
3304 B Highway 12 - P. O. Box 788
San Andreas, CA 95249
209/754-3504

JOB TITLE: *Speech Language Pathology Assistant (SLPA)*
WORK YEAR: *185-day*

JOB DESCRIPTION: Under the general supervision of the district SELPA Director and LSH Program Specialist to assist in providing speech therapy services to identified students in accordance with Individualized Education Program (IEP) goals and perform a variety of duties in support of student case management services under the direction of a credentialed Speech-Language Specialist.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E)).*

- Assist the speech-language specialist with the scheduling of and performance of speech-language and hearing screenings (without verbally communicating the outcomes to parents and staff). (E)
- Follow documented treatment plans, Individualized Education Programs (IEP) and/or protocols developed by the speech-language specialist. (E)
- Document student performance (e.g. tallying data for the speech-language specialist to use; preparing charts, records, and graphs); collect data for quality improvement and report this to the speech-language specialist. (E)
- Assist the speech-language specialist during assessment of students. Assist with informal documentation as directed by the speech-language specialist. (E)
- Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech language specialist. (E)
- Ensure the speech and hearing equipment is in good working condition. (E)
- Maintain documentation of all services rendered. (E)
- Maintain confidentiality of student records. (E)
- Attend meetings and workshops applicable to the position. (E)
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Speech, language and auditory processes and pathologies.
- Record keeping and filing methods.
- Techniques and methods for interacting with individuals and groups with speech, language and/or hearing deficits.
- District policies, rules, and regulations.

Ability to:

- Communication effectively, orally and in writing.
- Relate to students in a supportive manner.
- Establish and maintain effective working relationships with staff, students, and parents.
- Maintain detailed documentation of all services rendered.
- Analyze situations and adopt effective courses of action.
- Maintain confidentiality and other appropriate workplace behaviors.
- Physical capabilities sufficient to perform job tasks.

PHYSICAL

- **Standing/Walking/Bending/Stooping:** routinely, stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 27 pounds to waist height.
- **Sit and stand: for extended periods of time.**
- **Push/Pull:** Occasionally; using both hands and arms exerting a force of 10-20 pounds while assisting students, moving furniture and equipment and opening doors, etc.
- **Climbing/Balancing:** Seldom, using step ladder.
- **Kneeling/Crouching/Crawling:** routinely; kneeling may be required while assisting students in physical activities. Crouching/crawling not required.
- **Hands/Arms:** Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
- **Sight/Hearing/Speech:** Constantly; Hear and understand speech at normal levels and on the telephone. See and read the computer screen and printed matter with or without vision aids. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.

- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English, possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

Work Conditions:

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

Employment Standards:

- Completion of an Associates of Arts degree OR forty-eight (48) college semester units from an accredited college or university OR NCLB certificate from local assessment
- Certificate of completion from a Speech-Language Pathology Assistant program
- Six (6) months of experience working with individuals with speech and language disabilities in a structured environment.

SALARY: *Placement on the CSEA Classified Salary Schedule Range I*

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board Approved: 2/8/2024