

STOCKTON UNIFIED SCHOOL DISTRICT

**SPEECH-LANGUAGE PATHOLOGY ASSISTANT (SLPA)**

**BASIC FUNCTION:**

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:**

ESSENTIAL DUTIES:

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).

Follow documented treatment plans, Individualized Education Programs (IEP) and/or protocols developed by the speech-language specialist.

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.

Assist the speech-language specialist during assessment of students.

Assist with informal documentation as directed by the speech-language specialist.

Assist with clerical duties such as preparing materials and scheduling activities as directed by the speech-language specialist.

Ensure the speech and hearing equipment is in good working condition.

Maintain documentation of all services rendered.

Maintain confidentiality of student records.

Attend meetings and workshops applicable to the position.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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.

**EDUCATION AND EXPERIENCE:**

- 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 individuals with a speech and language disabilities in a structured environment

**LICENSE OR CERTIFICATES:**

Possession of a valid California drivers' license is required. A DMV printout dated within the last 30 days must be submitted with application.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment

**PHYSICAL REQUIREMENTS:**

Employees in this position must have/be able to:

- Sit for extended period of time.
- See and read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances with or without assistive devices.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull with or without assistive devices.
- See hear and speak with/without assistive devices sufficient to communicate effectively with others.

**SALARY PLACEMENT:**

CSEA 318

Non Incremental Salary Schedule

Range 54

209-work day