

## Gridley Unified School District Job Description

---

**JOB TITLE: SPEECH-LANGUAGE PATHOLOGY ASSISTANT**

SALARY LEVEL:	13	UNIT:	Classified
DEPARTMENT:	District-wide	LOCATION:	District-wide
REPORTS TO:	School Administrator	BOARD APPROVED:	07/19/2023

---

**BASIC FUNCTION:**

Under supervision of a credentialed Language, Speech, and Hearing Therapist, completes a variety of tasks such as activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities; performs related duties as assigned.

**REPRESENTATIVE DUTIES:**

- Conducts speech and language screenings, without interpretation, and uses screening protocols developed by the Language, Speech, and Hearing Therapist
- Provides direct treatment assistance to students
- Follows and implements documented treatment plans or protocols
- Documents student progress toward meeting established objectives and reports the information to therapist
- Assists the therapist during assessments by assisting with documentation and performing clerical duties
- Prepares therapy material and/or equipment for use in therapy activities
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities
- Assists in maintaining student records, tallying data, preparing charts, records, graphs and reports
- Observes and reports significant behavioral patterns or other problems to the therapist
- Assists in maintaining appropriate behavior between activities
- Prepares various teaching materials such as charts, pictures, word lists, and other related items
- Demonstrates a positive working relationship with all students
- Maintains confidentiality of student information
- Maintains sanitary personal habits and a clean, neat appearance
- Performs other related duties as assigned by Supervisor
- Assures the health and safety of students by following health and safety rules; assists students regarding the building of self-esteem and development of a value system; assist students by providing proper modeling, emotional support, friendly attitude and general guidance.
- Participate in meetings and in-service training programs.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Speech and language pathology equipment, materials, and procedures
- Normal speech, language, and hearing development
- Language disorders and rehabilitation
- Articulation disorders and rehabilitation
- Acquired disorders and rehabilitation
- Learning patterns in children
- Student behavior management techniques and strategies

- Learning difficulties of children with special education needs
- English usage, punctuation, spelling, and grammar
- Basic math skills
- Standard software applications
- Child guidance principles and practices
- Interpersonal relations skills using tact, patience and courtesy.
- Techniques and methods of child supervision.
- Modern office methods, practices, procedures, and equipment.

**ABILITY TO:**

- Deal effectively with attitudes and behaviors of students
- Use a variety of screening tools and protocols
- Appropriately administer and score screening tools
- Provide effective implementation of therapy objectives
- Interact and communicate effectively with children and adults from different cultural and socioeconomic backgrounds
- Work independently with minimal supervision
- Communicate effectively in oral and written form
- Operate a computer and use standard software applications
- React with flexibility and sensitivity to changing situations and needs
- Organize and prioritize work
- Effectively carry out written and oral instructions
- Maintain cooperative work relationships

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION, TRAINING AND EXPERIENCE:** Associate of arts degree in speech-language pathology or communication disorders, or graduation from a speech-language pathology assistant program; current registration as a Speech-Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board; prior SLPA experience in educational or clinical settings is preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation. Bilingual ability may be required.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current registration as a Speech-Language Pathology Assistant (SLPA) issued by the California Speech-Language Pathology and Audiology Board. Possession of valid California driver's license and willingness to travel locally using own transportation, with mileage reimbursed, as needed. District First Aid and CPR training may be required and will be provided.

**OTHER SKILLS AND ABILITIES:** Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Possesses basic computer skills.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.