

Redlands Unified School District

Speech and Language Pathology Assistant (SLPA)

DEFINITION

Under general supervision of an assigned administrator and direction from a licensed speech-language pathologist (SLP), assist in the treatment of speech, language, pragmatic voice, and fluency disorders; implement speech and language programs or activities as planned and directed by speech-language pathologists; monitor the use of alternative communication devices and systems; and do other related work as required.

ESSENTIAL FUNCTIONS

Self-identify verbally, in writing, and/or with titles on a name badge as a SLPA to families, students, patients, clients, staff, and others; exhibit compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations, reimbursement requirements, and SLPA's responsibilities; follow documented treatment plans or protocols developed by the supervising SLP; provide direct, collaborative, or consultative speech and language therapy as directed by students' IEPs; document student performance (e.g., tallying data for the SLP to use; preparing charts, records, and graphs) and report this information to the supervising SLP; program and provide instruction in the use of augmentative and alternative communication devices; assist with clerical duties, such as preparing materials and scheduling activities, as directed by the SLP; may assist with departmental operations (scheduling, maintaining files, recordkeeping, safety/maintenance of supplies and equipment); may assist the SLP with bilingual translation during screening and assessment activities exclusive of interpretation; may provide services under SLP supervision in another language for individuals who do not speak English and English-language learners.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Correct English usage, spelling, grammar, punctuation, and phonetics;
Normal speech, articulation, language, hearing development, language disorders, hearing disorders and treatment;
Health standards and hazards;
Basic principles of child behavior;
Record keeping and report preparation techniques;
Language and articulation development, disorders and rehabilitation;
Communication systems and devices used in speech therapy;
Issues involving language, articulation, stuttering, cleft palate, voice disorders, and any other disorder affecting communication abilities; and
General methods and techniques of individual and group speech therapy commonly used for students with special needs.

Ability to:

Maintain student performance records, operate standard office equipment, efficiently use and manage time;
Establish and maintain effective work relationships with those contacted in the performance of required duties;
Effectively and tactfully communicate in both oral and written forms;
Make independent decisions to respond to student requests and needs and to select appropriate techniques to be used with students and deal effectively with behaviors of students;
Relate effectively with racially and ethnically diverse staff, students and community;

Ability to: (continued)

Assist with the required therapy of assigned students;
Assist students and parents with issues related to the student's health;
Interpreting Individual Education Plan (IEP) requirements and implementing appropriate therapy;
Travel to multiple sites or locations to perform work;
Adapt to changing work priorities;
Be attentive to detail;
Display tact and courtesy;
Adapt to changing work priorities;
Work independently with little or no direction;
Maintain confidentiality and use discretion;
Set priorities for self and others;
Meet deadlines and schedules;
Work as part of a team;
Understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; and
Maintain consistent, punctual, and regular attendance.

EDUCATION AND EXPERIENCE

Education:

Successful completion of a Speech Language Pathology Assistant (SLPA) program (A.A. or B.A.) along with field work or clinical experience required for registration as a SLPA in the state of California.

LICENSE/CERTIFICATES/REGISTRATION

Register as a Speech-Language Pathology Assistant and possess a certificate from the California Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board (at time of appointment and during employment). If driving a vehicle is required in the course of work, operator must possess a valid California State Driver's License.

Experience:

One (1) year or equivalent of experience providing direct therapy to language/speech impaired individuals in a clinical or educational setting and/or possession of a bachelor's degree in speech-language pathology, or graduation from a speech-language pathology assistant certificate program. Additional experience working with children (ages three to twenty-one) is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Ability to lift, carry, push, or pull objects weighing up to 50 pounds; work in an indoor/outdoor classroom environment; stand and/or walk for long periods of time; crouch, reach, and handle; talk and hear; see with near and far visual acuity, depth, perception, and/or accommodation; possess color vision.

Pre-placement Physical: Class I