



## Job Class Description

Equal Employment  
Opportunity

### SPEECH-LANGUAGE PATHOLOGY ASSISTANT

**DEPARTMENT/SITE:** SCHOOL SITE

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1)

**LEVEL:** Range 55

**WORK YEAR:** 10 Months

**REPORTS TO:** SCHOOL PRINCIPAL OR DESIGNEE

**DATE CURRENT JOB DESCRIPTION APPROVED:**

Board of Trustees effective: June 18, 2025

### **JOB GOAL/PURPOSE:**

Under the direction of the Site Principal or Designee, assists the Speech-Language Pathologist in completing a variety of tasks such as, but not limited to, activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities.

### **ESSENTIAL FUNCTIONS, TASKS, AND DUTIES:**

- Maintain confidentiality.
- Conduct speech and language screenings, without interpretation, using screening protocols developed by the Speech-Language Pathologist.
- Provide direct treatment assistance to students under the direction of the credentialed Speech-Language Pathologist.
- Follow and implement documented plans or protocols developed by the Speech-Language Pathologist.
- Document student progress toward meeting established objectives, and report information to the Speech-Language Pathologist.
- Assist Speech-Language Pathologist during assessments, assisting with formal documentation, preparing materials, and performing clerical duties.
- Supports, programs, and troubleshoots Augmentative and Alternative Communication (AAC) devices.
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapt and/or modify instructional material and/or equipment as determined by student needs and abilities for teacher use in the classroom.
- Assist in maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Assist in organizing activities such as displaying educational materials, arranging furniture to facilitate instructional requirements, and helping maintain an orderly environment.
- Implement behavior management programs for students as designed by certificated staff.
- Drive frequently for department business.

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- Perform other work-related duties as assigned.

## **JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

### **Knowledge of:**

- Technical aspects of the field of specialty
- Speech/language pathology equipment, materials, and procedures
- Modern office practices, procedures, and equipment
- Data management; storage, and retrieval systems
- Computer operations and related software applications. Computational methods
- Word processing, spreadsheet, and database programs
- Correct oral and written English usage, grammar, spelling, punctuation, and vocabulary
- Telephone and electronic communication techniques and etiquette
- General school and/or district office practices and goals of education

### **Skills:**

- Operate a variety of standard office equipment
- Use appropriate oral and written language in contacts with students, parents, and district staff
- Establish and maintain effective working relationships with others
- Plan and organize work
- Meet schedules and timelines
- Maintain records and prepare reports
- Work independently with little direction
- Communicate honestly, clearly, accurately, coherently, and concisely
- Respect and consider age, gender, cultural/ linguistic backgrounds, and related factors when providing services

### **Ability to:**

- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Develop and maintain cooperative working relationships with staff, students, and parents/families
- Work independently and in collaboration
- Work effectively with all children including those with additional support needs
- Maintain confidentiality and a positive attitude at all times
- Be flexible and able to adapt to changes in routine and duties
- Be reliable in attendance and punctuality
- Provide a satisfactory role model for students in terms of language, appearance, and attitude

## **EDUCATION REQUIRED:**

Associate degree (AS) from Speech-Language Pathology Assistant Certificate Program or bachelor's degree in Speech-Language Pathology, Communication Disorders, or Linguistics;

Current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology

## **EXPERIENCE REQUIRED:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized school or program for Speech-Language Pathology Assistant as part of an AS degree in Science, including specialized coursework, observation, supervision, and fieldwork experience.

Prior experience in educational or clinical settings is preferred

**LICENSE(S) REQUIRED:**

- Possession of a valid California Driver's license and remain insurable at the District's standard insurance market rate.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Speech-Language Pathology Assistant Certification
- After an offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Pre-employment physical exam at the District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four (4) years)

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- School site and office environment with excessive intermittent noise and frequent interruptions
- Operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare, and review various materials