

Job Title: PARA EDUCATOR LICENSED SPEECH AND LANGUAGE PATHOLOGY ASSISTANT (SLPA)

Definition:

Under the direction of a Speech and Language Pathologist (SLP), and under the supervision of the SLP, the site administrator, and Student Services administrators, is a member of an instructional team and is directly involved with the education of children with special needs. SLPAs can be moved from site to site at the discretion of the school district, based on caseload needs.

Distinguishing Characteristics:

The Speech and Language Pathology Assistant (SLPA) works at multiple sites and with multiple Speech and Language Pathologists who serve students with speech and language services as indicated on their Individual Education Program documents, usually on general education campuses. SLPAs are licensed to provide therapy to students, distinguishing them from Speech and Language Para-Educators.

Job Duties:

The following tasks are categorized by essential and non-essential for this position. Incumbents in this classification may perform some or all of these tasks, or may perform similar, related tasks not listed here.

Essential Job Duties:

1. Assist the Speech and Language Pathologist (SLP) in the administration of formal and informal assessments.
2. Under direction, meet with individual or groups of students to provide therapeutic intervention for articulation, language and fluency. Follow documented treatment plans or protocols developed by the supervising SLP.
3. Maintain records of student progress; assist with the preparation of materials, files, reports, IEP's and caseload documents.
4. Perform clerical duties such as scheduling, record keeping, filing, organizing and maintaining confidential files.
5. Prepare therapy materials and equipment for use in the classroom including therapy activities such as picture cards, worksheets and audio equipment.
6. Assist the SLP with speech-language and hearing screenings.
7. Document formal and informal student performance and report this information to the SLP.
8. Perform other related duties as assigned.

Non-Essential Job Duties:

1. Support the SLP in research projects, in-service training, and public relations programs.
2. Perform checks and maintenance of equipment.
3. Assist SLP with computer programs as needed, oral motor exercises, and behavioral support.
4. Attend department meetings.
5. Attend in-services and workshops as mandated by licensure (12 hrs./year).
6. May serve as a translator of special education documents as needed.
7. May use second language and cultural experiences to assist Limited English Proficient (LEP) special education students in school-related activities

Minimum Knowledge, Skill, and Ability:

Knowledge of:

- Relevant computer applications
- Individualized Education Plans (IEPs)

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- Speech pathology assessment
- Speech pathology therapeutic interventions

Skill and Ability to:

- Communicate effectively
- Operate office equipment such a computer, printer, fax, phone, copier, calculator and typewriter
- Examine and record IEP data
- Work cooperatively with students, parents, district employees and community members
- Work safely and use good judgment
- May be required to read, write, and speak Spanish (Bilingual position only)
- Maintain professional confidentiality

Training and Experience:

Minimum Qualifications

- Associate's degree (AA) from a community college; one to two years related experience and/or training preferred
- Possession of a license authorizing employment as a Speech and Language Pathology Assistant
- Valid and appropriate California Driver's License
- Will be required to have LifeScan fingerprinting completed and cleared prior to beginning work

Required specialized training (including Non-Violent Crisis Intervention, CPR, and first aid) will be provided and/or verified by the Lancaster School District at no cost to the applicant.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach and bend. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires lifting, pushing and/or pulling which does not exceed 50 pounds and is an occasional aspect of the job.
- Is subject to environmental conditions indoors and outdoors (wind, dust, and extreme temperatures), including walking on uneven ground.
- Is subject to excessive noise.
- May be required to take and pass a physical examination.
- May require working with bio-hazards (bloodborne pathogens, human waste, etc.).

Range: 27

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking			X
Bending	X		
Kneeling	X		

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Reaching		X	
Stooping	X		

		Lifting			Carrying	
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise		X	
Interpret Data		X	
Organize			X
Write			X
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier			X
Computer			X
FAX Machine		X	