

Foresthill Union School District

JOB DESCRIPTION Speech and Language Pathology Aide

Purpose: A Speech and Language Pathology Aide is responsible to the Superintendent or designee and works under the direct supervision of the licensed Speech and Language Pathologist. Assists in supporting instruction specific to the area of speech and language communication to students identified as having special needs, and supports the use of augmentative devices and systems.

Essential Job Functions and Responsibilities:

- Supports the provision of direct therapy and documented treatment plans
- Supports the documentation of student performance, including but not limited to tallying data, preparing charts, records, and graphs and reporting information
- Assists the Speech and Language Pathologist during student assessments
- Assists with clerical duties such as preparing materials and scheduling activities
- Assists with checks and maintenance of equipment
- Assists instructional personnel in the implementation of IEPs
- Supports the supervising Speech and Language Pathologist in research projects and in-service training programs
- Assists with departmental operations such as scheduling, record-keeping, and safety/maintenance of supplies and equipment
- Collects data for quality improvement
- Exhibits compliance with state and federal regulations.

Minimum Qualifications:

Employment Eligibility: Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act. This position requires that a licensed speech and language pathologist be willing and able to supervise the paraprofessional.

Education: No formal education is required for this position. On-the-job training is coordinated by the site principal and supervising licensed Speech and Language Pathologist.

Experience: Experience working with students, and particularly students with disabilities, preferred.

Knowledge, Skills, and Abilities:

- Knowledge of general first aid and CPR
- Familiarity with basic behavior patterns and problems of students having communicative, intellectual, or physical disabilities

Knowledge, Skills, and Abilities (continued):

- Ability to develop an understanding of materials and equipment used in the Speech and Language Pathology Program
- Knowledge of proper English usage, spelling, grammar, and math
- Ability to gain the confidence of colleagues, children, and youth assigned to Speech and Language Pathology Program
- Ability to perform a variety of general education assistance duties
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain cooperative working relationships.
- Knowledge of general child development behavior patterns.
- Ability to effectively apply specialized training./ experience in working with the challenges and needs of students in the program.

Certificates & Licenses:

- Speech-Language Pathology Aide Registration (or submit [application](#) to the California Department of Consumer Affairs within 30 days of hire)
- Valid California driver's license issued by the State Department of Motor Vehicles.
- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time
- Facility to lift and carry up to 25 lbs. without assistance
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings
- Facility to determine and differentiate colors.

Note: The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: Special Education Paraeducator Salary Matrix