

Job Summary:

The job of Speech & Language Specialist Assistant is done for the purpose/s of assisting a California State Certified or Licensed Speech & Language Specialist in providing services to students identified with speech and language disorders including articulation/phonology, cognition, language, motor speech, voice, fluency and hearing disorders; assisting in providing training in the use of augmentative and assistive technology devices for communication.

Essential Functions:

- Conducts speech-language screenings without interpretation using specified screening protocols developed by a certificated supervising speech-language specialist for the purpose of assisting the speech and language specialist in the identification of students who may require a formal speech and language evaluation.
- Provides direct treatment assistance to students with communication disorders under the supervision of a speech and language specialist for the purpose of assisting the speech and language specialist in providing quality intervention.
- Documents student progress toward meeting established IEP goals, and reports information to supervising speech and language specialist for the purpose of assisting the speech and language specialist in meeting paperwork deadlines.
- Assists speech and language specialist during assessments, including, but not limited to, assisting with formal documentation, preparing materials, and performing clerical duties for a supervising speech and language specialist for the purpose of assisting the speech and language specialist in meeting due process timelines and developing quality intervention plans.
- Prepares work areas and materials for use during speech and language sessions and provides direct treatment assistance to identified students for the purpose of providing high quality speech and language therapy.
- Communicates with parents, teachers, private providers, counselors and other specialists for the purpose of providing optimal intervention/instructional strategies.
- Drives to various locations within Tulare County for the purpose of providing services to students.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - utilize best practices for addressing speech language and communication disorders;
 - utilize best practices when assisting in the development of activities to address treatment plans;
 - assist in maintenance of student files and retrieval of pertinent information;
 - organizationally determine steps in a process and structure time effectively;
- **Knowledge of:**
 - speech, language and hearing delays and disorders;
 - best practices for motor speech disorders, phonological disorders and language disorders including addressing core social-communication disorders;
 - behavior management strategies;
 - basic speech prompting strategies;
- **Ability to:**
 - communicate effectively, both verbally and in writing, with parents and other professionals;
 - understand and carry out oral and written instructions;
 - maintain confidentiality of student records;
 - rapidly learn methods, strategies, and materials used in a variety of therapy sessions;
 - meet schedules and deadlines;
 - drive to various locations within Tulare County using own vehicle

Responsibilities include: Working under a certificated Speech-Language Specialist with limited supervision. Conduct speech-language screening and assist in the development of activities to address treatment plans. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- Job-related experience within educational or clinical settings is required.
- At least 2 years of full-time work experience performing duties consistent with that of a speech & language pathologist assistant.

Education Required:

- Bachelor's degree in speech and language pathology or communication disorders from an ASHA certified program.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid CA Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

November 2011

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act