

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CLASSIFIED POSITION**

JCN: 319  
RANGE: 122  
NON-EXEMPT

---

**SPEECH INSTRUCTIONAL ASSISTANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor and a credentialed and/or licensed Speech Language Pathologist; Assist with providing speech-language services to students at various school sites with communicative disorders.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Accompany students to and from therapy sessions.
- Adapt and/or modify instructional materials and/or equipment as determined by student needs and abilities as assigned.
- Assist Speech Language Pathologist during assessments.
- Communicate progress to supervising Speech Language Pathologist; track performance data using progress monitoring tools.
- Document student performance.
- Follow and implement documented therapy plans as developed by Speech Language Pathologist.
- Perform a variety of clerical duties such as preparing, typing, duplicating and filing a variety of materials; prepare necessary student and program paperwork; maintain student records and files; record student attendance; process various forms and applications.
- Prepare therapy materials and/or equipment, including augmentative communication devices, for use in small group, classroom and therapy activities.
- Provide speech and language support to students as modeled by the Speech Language Pathologist.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of County Superintendent.
- Create and maintain a safe, positive environment.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Principals, practices, procedures and techniques used in the field of speech language pathology.
- Record-keeping techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

### **ABILITY TO:**

- Assist in the development of activities to address treatment plans.
- Document student progress toward goals.
- Follow and implement treatment plans developed by Speech Language Pathologist.
- Understand and relate to children with special needs.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.
- Bachelor's degree in Communicative Disorders or Speech Language Pathology preferred.

### **EXPERIENCE:**

- Sufficient training and/or experience to demonstrate the knowledge and abilities listed above.

## **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.

- Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office, school facility and/or community based environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Students may display potentially harmful behavior to self and/or others.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 10/01/2017

Revised: 11/14/2017; 09/01/2020