

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

JCN: 441  
RANGE: 145  
NON-EXEMPT

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**SPEECH LANGUAGE PATHOLOGY ASSISTANT**

**BASIC FUNCTION:**

Under the direction of a credentialed and/or licensed Speech Language Pathologist, assist in providing, supplementing, enhancing and extending speech language pathology services for students with communicative disorders at various school sites.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Assist in providing student speech-language pathology services according to Individual Education Plan (IEP) goals and treatment plans developed by the supervising Speech Language Pathologist (SLP).
- Assist the supervising SLP during assessment of students, exclusive of administration and/or interpretation; acquire and transcribe speech samples to assist in determining eligibility for future treatment recommendations.
- Assist with student scheduling.
- Assist with providing training and use of augmentative and alternative communication; perform checks and maintenance of equipment.
- Conduct and complete parent/guardian communication to include but not limited to, obtaining parental consent, gathering case history information, and completing progress reports.
- Conduct speech-language observations in various settings using specific observation protocols.
- Document student progress toward meeting IEP goals and objectives; track performance data using progress monitoring tools; communicate progress to supervising SLP.
- Manage IEP software to complete student information and required IEP documents.
- Observe and control behavior and interaction of students according to approved procedures; provide input and follow through with behavior intervention plans.
- 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, adapt or modify instructional materials and/or equipment as determined by student needs and abilities; adapt or modify instructional materials and/or equipment for teacher use in the classroom; use software and curriculum to construct materials such as stories and pictures; suggest other methods to assist teachers with adaptations of curriculum for students with speech-language needs.
- Present primary prevention information to individuals and groups; promote early identification and early intervention activities.
- Provide direct speech-language treatment by following and implementing therapy plans to students under the supervision of the SLP.
- Under the direction of the credentialed Speech Language Pathologist (SLP), serve on IEP teams as required for placement and/or program review; meet with other IEP team members relative to the development of goals and objectives; meet with instructional staff for the purpose of planning, evaluating or problem solving elements of direct speech and language services; document student progress and prepare updated reports regarding progress.
- 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 the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- 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:**

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

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Acquired disorders and rehabilitation.
- Articulation disorders and rehabilitation.
- Clinical methods and procedures.
- Effective record keeping practices and procedures.
- Hearing disorders and aural rehabilitation.
- Human anatomy and physiology.
- Language disorders and rehabilitation.
- Normal speech, language, and hearing development.
- Phonetics.
- Principles, practices, procedures and techniques used in the field of speech language pathology.
- 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.
- Compose clear, complete, and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling
- Document student progress toward goals.
- Establish and maintain accurate records and files
- Express initiative, adaptability and confidentiality.
- Follow and implement treatment plans developed by Speech Language Pathologist.
- Understand and implement complex oral and written directions given in English.
- Understand and relate to children with special needs.
- Use specialized communication systems and devices

- 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.
- Associate's degree in a speech-language pathology assistant program from an accredited institution or Bachelor's degree in Communicative Disorders or Speech Language Pathology.

**EXPERIENCE:**

- Sufficient training and experience to demonstrate the knowledge and abilities listed above.
- Speech Language Pathology Assistant experience in educational or clinical setting preferred.

**LICENSURE AND OTHER REQUIREMENTS:**

- Registered as a Speech Language Pathology Assistant in the state of California.
- 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.
- This position requires a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodations.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility 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 fifty (50) 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: 10/10/2018

Revised: 09/01/2020