

**ANTELOPE ELEMENTARY SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**SPEECH LANGUAGE PATHOLOGY ASSISTANT (SLPA)**

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**POSITION:** SPEECH LANGUAGE PATHOLOGY ASST (SPLA)

**TERMS OF EMPLOYMENT:** Range 13, 10 month/year (180 Days)

**REPORTS TO:** Superintendent/ Program Specialist

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**DEFINITION:**

Under the general supervision of a Certificated/ Credential Speech- Language Pathologist, this position will work with students who have identified speech and language disorders as well as other disabilities. This position will perform a variety of tasks such as but not limited to activities designed to develop pre-language and language skills, oral-motor control for speech production vocalization and use of assistive technology devices for communication. The SLPA reports to the Program Specialist on the Special Education Department.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Provides assistance to the Speech and Language Pathologist.
- Conduct speech and language screenings, without interpretation, using screening tools protocols developed by the supervising Speech-Language Pathologist.
- Provide direct services to students under the supervision of the supervising Speech-Language Pathologist as related to Individualized Education Plans (IEP).
- Follow and implement documented treatment plans or protocols is developed by the supervising Speech-Language Pathologist.
- Document student progress toward meeting established objectives and report information to Supervising Speech-Language Pathologist.
- Assist Speech-Language Pathologist during assessments, assisting with formal documentation and preparing materials.
- Adapt and/ or modify instructional material and/ or equipment as determined by student needs and abilities for teacher use in classroom as directed by the supervising Speech-Language Pathologist.
- Assist in scheduling activities, maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Implement behavior intervention strategies for students as designed by certified staff. Observes and reports significant behavior patterns or other problems to the Special Education Case Manager and supervising Speech-Language Pathologist.
- Assists in maintaining appropriate behavior between activities and services. Participate as part of collaborative IEP team when determined appropriate by the speech-language pathologist.
- Perform related duties as assigned.

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**EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. Evidence of qualifications may include:

- Associate degree and or graduation from speech-language pathology assistant certificate program
- Bachelor's degree in speech-language pathology or communication disorders
- Current registration with the State of California Department of Consumer Affairs
- Board of Speech-Language Pathology and Audiology

**KNOWLEDGE OF:**

- Correct language usage, spelling, grammar and punctuation.
- Human anatomy and physiology.
- Language disorders and rehabilitation.
- Articulation disorders and rehabilitation.
- Acquired disorders and rehabilitation
- Clinical methods and procedures
- Hearing disorders and aural rehabilitation.

**ABILITY TO:**

- Maintain confidentiality
- Perform simple math to compile reports and maintain records and status reports.
- Recall facts, figures, names, faces and information.
- Complete tasks in a timely manner. Make independent decisions to respond to student requests and needs, and to select appropriate techniques to be used with students.
- Effectively and tactfully communicate in both oral and written form.
- Interface effectively with supervisor
- Manage and use time effectively
- Demonstrate appropriate and professional conduct
- Communicate screening results and all supplemental information to supervisor
- Manage behavior and treatment program.
- Operate standard office equipment including computer, copier, fax machine etc.
- Establish and maintain effective work relationships with those contacted in performance of required duties.
- Lift, carry, push or pull equipment/ supplies/ children up to 50 pounds.
- Perceive conditions relating to the safety of others and self.

**OTHER REQUIREMENTS:**

- Valid California driver's license
- Own reliable transportation and verification of insurance coverage (mileage reimbursable)

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**PHYSICAL DEMANDS:**

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by Superintendent/ Chief Business Official

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**HRS Office Use Only**

Created: 6/23/2022 Revised: \_\_\_\_\_

**APPROVED**

Print Name: Tammy Alamo Title: CBO  
Signature: T. Alamo Date: 6-23-2022

*Board Approved June 23, 2022*