



La Habra City School District Speech and Language Pathologist Assistant

SALARY: \$24.07/hour - \$30.81/hour (6-steps)
5.75 hours/day – 10 months/year

OPENING DATE: 6/22/2023

CLOSING DATE: Until Filled

La Habra City School District is an equal opportunity employer

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS. You may apply online by visiting <https://www.edjoin.org/lhcsd>. If you need assistance applying online, please contact us at 562-690-2326.

THE POSITION: Under the supervision of the Director of Special Education and the general direction of a credentialed Speech and Language Specialist, assists in providing instructional activities specific to the area of speech and language communication to students identified as having special needs; monitors the use of augmentative communication devices and systems.

EXAMINATION PROCEDURES: This is a promotional and open competitive recruitment. To qualify to be placed on an eligibility list, a candidate must obtain a passing score on each test part of the examination process. The life of the eligibility list will be twelve (12) months. The resulting eligibility list will be used to fill current and future permanent and substitute vacancies.

Date of Examination

Candidates who are among the most qualified shall be notified via email or telephone of the time, date and place of the examination(s).

ESSENTIAL DUTIES: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Assist in providing student speech therapy services according to Individual Education Program (IEP) goals and treatment plans developed by Speech and Language Specialist.
- Assist Speech and Language Specialist in the assessment of student communication skills.
- Assist Certificated Personnel with conducting speech and language screenings, using appropriate prescribed techniques and devices; confer with Speech and Language Specialist regarding student progress.
- Document student progress toward IEP goals and objectives by preparing records, charts or other means of documentation.
- Prepare for use in the classroom therapy materials such as picture cards and games, and equipment such as augmentative communication devices.
- Adapt or modify instructional materials as directed, and as determined by student needs for teacher use in the classroom. Inspect, maintain and operate augmentative communication devices and equipment.
- Position students in orthopedic equipment, as determined by the student's therapy plan.
- Observe and control behavior and interaction of students according to approved procedures.
- Perform a variety of clerical support duties such as maintaining records, files and preparing reports related to assigned students.
- Drive a vehicle to various sites to conduct work.
- Must demonstrate attendance sufficient to complete the duties of the position as required.
- Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Speech and Language.

- Perform related duties that support the educational program for students with special needs, as assigned.

MINIMUM QUALIFICATIONS

Knowledge and Abilities

KNOWLEDGE

- Speech, Language, and Hearing Development;
- Language, articulation, hearing disorders and rehabilitation;
- General methods and techniques of individual and group speech therapy;
- Principles of child development and behavior;
- Proper methods of positioning students in orthopedic equipment;
- Record-keeping and basic report preparation techniques;
- Health and safety regulations;
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY

- Assist in providing speech therapy for identified students according to IEP goals;
- Assist with conducting speech and language screenings;
- Operate and maintain augmentative communication devices and equipment;
- Maintain records and prepare reports related to assigned students and activities;
- Monitor and assist in evaluating student progress;
- Demonstrate an understanding, patient and receptive attitude toward students;
- Motivate and encourage positive learning patterns and behavior to students with special needs;
- Observe and manage behavior of students according to approved procedures;
- Establish and maintain cooperative and effective working relationships with others;
- Maintain confidentiality of sensitive and privileged information;
- Demonstrate adaptability to changing circumstances and priorities within the learning environment;
- Communicate effectively both orally and in writing;
- Demonstrate confidence, tact, and the use of good judgment;
- Plan and organize work; Meet schedules and timelines;
- Perform simple math calculations to compile reports;
- Work independently under direct and indirect supervision.

Education/Training/Experience

An Associate's degree from a speech and language assistant program.

Six months of paid or volunteer experience working with individuals with speech and language disabilities in a structured environment.

For a full job description, including requirements, physical demands and work environment pertinent to this job, please see the job bulletin at <https://www.edjoin.org/lhcsd>

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