

**La Habra City School District**

**Speech & Language Pathology Asst. - Substitute**

**SALARY: $27.16/hour**

 **On call – As Needed**

**OPENING DATE: 3/1/2024 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:** The job of Speech and Language Assistant (SLPA) is for the purpose of assisting the Speech and Language Pathologist in the assessment and treatment of speech, language, voice and fluency disorders to students identified as having special needs; implementing speech and language programs and activities as planned and directed; and monitoring the use of alternative communication devices and systems.

**EXAMINATION PROCEDURES:** This is an open and promotional 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.

● Adapts instructional materials (e.g. modifying for student needs, implementation, etc.) for the purpose of assisting Speech and Language Pathologists.

● Assists in providing student speech therapy services (follows student’s IEP, performs speech and language assessments, etc.) for the purpose of providing support to Speech and Language Pathologist.

● Attends meetings, training and workshops (e.g. in-service training, team meetings, etc.) for the purpose of conveying and receiving information for treating speech and language deficits; and maintaining current knowledge of developments in the field of speech and language.

● Drives vehicle to various sites for the purpose of conducting speech and language assistance.

● Maintains files and records (e.g. student progress reports, billings, activity logs, etc.) for the purpose of documenting activities and ensuring an up-to-date documentation for compliance.

● Prepares written materials (e.g. activity logs, progress notes, reports, memos, Medicaid billings, time studies, summer activities packets, etc.) for the purpose of documenting activities, providing written reference, and conveying information.

● Provides direct speech therapy services to students according to IEP goals and under supervision of Speech Language Pathologist for the purpose of ensuring compliance with established IEP plans, practices and procedures.

● Reports incidents and observations (e.g. suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to Education Code, administrative and/or school policies.

**MINIMUM QUALIFICATIONS**

**Knowledge and Abilities**

**KNOWLEDGE** is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; speech-language practices and theories; general methods and techniques utilized in individual and group speech therapy; knowledge of language, articulation, hearing disorders and rehabilitation; and health and safety codes, laws, regulations.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify

data; and consider a number of factors when using equipment. Flexibility is required to work with

others in a wide variety of circumstances; work with data utilizing defined but different processes; and

operate equipment using a variety of standardized methods. Ability is also required to work with a

wide diversity of individuals; work with a variety of data; and utilize a variety of job-related

equipment. Problem solving is required to identify issues and create action plans. Problem solving

with data requires independent interpretation of guidelines; and problem solving with equipment is

limited to moderate. Specific ability based competencies required to satisfactorily perform the

functions of the job include: being attentive to detail; communicating with diverse groups; maintaining

confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and non-

judgmental; establishing effective working relationships; working independently; motivating and

encouraging students; planning and organizing work schedule; and establishing and maintaining

effective relationships with students.

**Education/Training/Experience**

Any combination equivalent to: Associate of Arts degree and a certificate of completion of a Speech-Language Pathology Assistant Program; OR proof of current registration with the State of California Department of Consumer Affairs Board of Speech-Language Pathology and Audiology. 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**](https://www.edjoin.org/lhcsd)

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