

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**SPEECH/LANGUAGE ASSISTANT**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Allied Health	C/4/2	Exempt

**CLASS SUMMARY:**

The Speech/Language Assistant is the first level of a two level series. Incumbents are responsible, within the professional speech/language pathology scope of practice, for direct intervention with students to treat speech, voice, fluency and language disorders and disabilities through collaboration with teachers, parents, and other related service providers.

Duties include developing speech and language treatment plans; designing and implementing activities to address treatment plans; consulting and providing ideas to teachers and parents regarding speech and language development and disorders; providing direct therapy and instruction to students; creating and developing original instructional aides which are relevant and enhance the effectiveness of teaching; developing a variety of teaching and instructional strategies; and preparing classroom for instruction.

The Speech/Language Assistant is distinguished from the Speech/Language Pathologist in that in that the latter evaluates and diagnoses disorders and disabilities.

**Chain of Command:**

The Speech/Language Assistant works under the direction of the Speech/Language Pathologist and reports to the Director of Exceptional Student Services.



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<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Develops speech and language treatment plans including determining goals, objectives, methods, materials, frequency, duration, and modifications to regular classroom activities.	Daily 20%	C/4
Provides direct therapy and instruction to students including analyzing, reviewing, and revising student progress; communicating with teachers and parents; and preparing classroom for instruction.	Daily 20%	C/4
Designs, implements, and develops activities and original instructional aides which are relevant, enhance the effectiveness of teaching, and address treatment plans including determining appropriate number of activities, scheduling activities, and making group and individual behavior plans.	Daily 20%	C/4
Consults and provides ideas to teachers and parents regarding speech and language development and disorders including determining the needs of the child.	Daily 15%	C/4
Prepares paperwork and reports including completing documents within state and federal guidelines and including relevant information.	Daily 5%	B/2
Develops a variety of teaching and instructional strategies including maintaining current knowledge of standards and practices in the field by consulting with books, colleagues, and conferences.	Weekly 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

Bachelor's Degree in speech pathology, speech-hearing science, or communication disorders and a minimum of 50 hours of university supervised observation is required; additionally, a minimum of 150 university clinical clock hours or a minimum of 150 clock hours supervised by a master's-level licensed speech/language pathologist; or two years of verified experience as a school speech/language therapist or technician and passage of speech and language impaired special education portion of the Arizona Educator Proficiency Assessment (APEPA) Manager is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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**Licensing/Certification Requirements:**

- DHS Speech/Language Pathology Limited License;
- AZ Department of Education Certificate;
- AZ Fingerprint Clearance Card;
- Certificate of Clinical Competence may be preferred.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Speech/Language pathology principles and practices;
- Speech pathology subject matter including speech/language disorders and treatments, diagnostic tests and batteries, and strategies for articulation and language development;
- Relevant medical, social, and legal community resources;
- Assessment instruments and methodologies;
- Current relevant research related to speech pathology and children;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Analyzing information from journal articles, books, research findings, etc.
- Use of relevant assessment tools and problem solving techniques specific to speech and language assessment;
- Mentoring and providing leadership related to speech/language issues;
- Administering, interpreting and applying testing results;
- Communicating effectively, both orally and in writing;
- Customer service and public relations including coordination of District and community-based services;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, ethical considerations and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Class History Information:**

Prepared by Fox Lawson & Associates 04.13.09

Revised by KSD 12.10.19

