



MOUNTAIN VIEW SCHOOL DISTRICT

HUMAN RESOURCES

REPOST

To Create an Eligibility List/OPEN

Applications with missing documents will be *disqualified*.
Bilingual: English Spanish/Cantonese/Mandarin/Vietnamese

POSITION: 2 - Speech and Language Pathologist Assistant
SALARY: \$3,479.25 - \$4,012.50 per month
HOURS: 6 hours per day / 10 months
CLOSING DATE: Until Filled

DEFINITION:

Under the supervision and guidance of a Speech-Language Pathologist with a supervision certificate from the Speech-Language Pathology and Audiology Board, assists with the assessment and remediation of pre-school – 8th grade students referred to the Speech-Language Program. May serve as a bilingual interpreter and/or translator for the Special Education Teachers and support staff; and perform other related work as required.

ESSENTIAL DUTIES:

- Supports Speech Pathologist in conducts assessments for speech and language disorders;
- Provides students with therapeutic treatments and assistance;
- Maintains detailed Service and Therapeutic records and documentation of students' progress;
- Assists Speech and Language Pathologist with related tasks required in program planning, implementation and operation regarding students;
- Implements individualized programs developed by the Speech and Language Pathologist;
- Assists students speech with speech and language disorders related to academic achievements;
- Attends various meetings with professionals, parents, and various services providers;
- Maintains a high level of confidentiality of information about students as assured in the Student and Parent Rights outlined in IDEA;
- May interpret and translate for the Special Education Teacher and support staff at I.E.P. meetings, student assessments, and Parent Conferences.
- Implements behavior plans as developed by the certificated staff.
- Provides push-in support in the general education classroom when appropriate.
- Collaborates with the SLP and general education teaching staff to develop and implement appropriate speech strategies to support academic progress.
- Prepares adapts/modifies instructional materials for therapy, as needed.
- Creates and maintains an orderly learning environment.

QUALIFICATIONS:

Knowledge of:

- Language articulation disorders;
- Remediation materials;
- Child development and behavior characteristics, and the cultural attitudes of children with bilingual/bicultural instructional needs.
- Behavior management strategies and techniques;
- Augmentation communication devices;
- Appropriate English usage, punctuation, spelling, grammar, and second language usage as appropriate to the assignment.

Knowledge of: (continued)

- Basic arithmetic concepts;
- Basic assessment tools and procedures;
- Routine record storage, retrieval, and management procedures;
- Bilingual/bicultural instructional strategies based on District need.

Ability to:

- Demonstrate an empathetic, patient, and receptive attitude with students.
- Interpret, understand, and follow specific student educational plans and courses of study.
- Communicate satisfactorily in oral and written form in English and second language as Required by the assignment, and to serve as an appropriate language model.
- Perform routine clerical tasks and operate a variety of educational and office machines and equipment, including computers.
- Learn to utilize a variety of appropriate technological equipment, educational software, and instructional materials and procedures in the enhancement of an educational environment.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with children and adults.
- Utilize specialized communication systems and devices.
- Utilize current speech-language methods and procedures in an instructional setting.

EXPERIENCE AND EDUCATION:

Experience:

One year of paid or volunteer experience working with students experiencing language deficiencies or remedial instructional needs desired.

Education:

An Associate degree in Speech-Language Pathology Assistant and/or a Speech-Language Pathology Assistant Certificate. Must maintain a valid Speech-Language Pathology Assistant Certificate through continuing education units.

HEALTH BENEFITS: Classified Union Members receive \$6,300.10 toward the purchase of medical, dental, and vision coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

CONDITIONS OF EMPLOYMENT: All employment offers are conditional, based upon the successful completion of the following: Drug screening, fingerprint/background clearance, and a tuberculosis clearance.

APPLICATION PROCEDURE: Applications with missing documents will be *disqualified*.

Interested applicants must submit the following to Ingrid Gonzalez, **Human Resources**.

1. Please read the job description prior to applying [SLPA](#)
2. Application (apply online www.edjoin.org OR you may pick up an application at Human Resources)
3. Resume
4. Copy of High School Diploma (*or equivalent*)
5. Copy of valid Driver License
6. Copy of Associate Degree and/or Certificate in Speech-Language Pathology Assistant
7. Two current letters of recommendation (*preferably by a Supervisor*)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Board of Education is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER (continued)

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.
 - b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
 - c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.
 - d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

Contact Information for the Title IX Coordinator:

Roberto Lopez-Mena
Assistant Superintendent of Human Resources
3320 Gilman Road
El Monte, CA 91732
626-652-4046
Email: rlopez-mena@mtviewschools.net

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