

## SPEECH AND LANGUAGE SPECIALIST

### Definition

Under supervision of the Administrative Assistant Educational Services, to administer therapy to students for remediation and improvement of communicative disorders in the areas of articulation, language, fluency and voice.

### Essential Duties

1. Screen, diagnose, assess, and identify students with all types of communicative disorders in accordance with procedures outlined in Title 5 and State Eligibility Criteria;
2. Determine goals and objectives based on diagnostic information for each eligible student to meet individual communication/language needs;
3. Develop an Individual Education Plan (IEP) for each student enrolled in the speech program in cooperation with parents, administrator, and other pertinent school personnel;
4. Determine personal goals and objectives for therapy program;
5. With assistance of the school site administrator, prepare a therapy schedule;
6. Prepare written therapy plans;
7. Administer therapy to all students following the individual student objectives as outlined in the IEP;
8. Administer therapy to preschool children at school sites on a time available basis;
9. Maintain records and reports on each child enrolled in therapy regarding diagnostic information, goals and objectives, pupil progress, and pertinent conference information from parents and other professionals;
10. Provide information for and conduct conferences with parents, teachers, administrators and other professionals regarding student needs;
11. Participate as a member of the school site Student Study Team;
12. Conduct and participate in inservice training programs;
13. Prepare county/state/federal reports as requested;
14. Prepare extensive diagnostic evaluations as requested on students considered for special class placement and attend IEP Team meetings regarding the students;
15. Maintain professional standards and utilize professional growth opportunities;
16. Assist consultants or specialists with special assignments when required;
17. Perform other duties as assigned by the Administrative Assistant Educational Services.

### Qualifications

1. Ability: Communicate orally.
2. Experience: Knowledge and experience in the use of language tests and evaluation procedures.
3. Education: Master's Degree preferred; Specialized knowledge in the area of the learning handicapped.
4. Licenses: Clinical Services Credential - Speech Pathology; California Driver's License.
5. Other: Shall have a vehicle for school business use.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly will sit, walk and stand. Specific abilities include close vision, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. The employee will continuously need the ability to tell where a sound is coming from and tell the difference among bells, buzzers, beeps, horns, etc. Some driving is necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff, occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.