

Educational Services

Board Approved – 9/18/19

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Speech-Language Specialist

QUALIFICATIONS:

1. As set by state certification authorities and Board of Education
2. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination and other required paperwork
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Appropriate Administrator

SUPERVISES: Not Applicable

JOB GOAL: To diagnose and remediate certain speech disorders as identified in an assessment procedure.

PERFORMANCE RESPONSIBILITIES:

1. Diagnosis of the type, if any, of speech disorders through the use of recognized testing instruments.
2. Plans individual programs to remediate problem areas for those students so identified.
3. Establishes clear objectives for all lessons and shows written evidence of preparation upon request of immediate supervisor(s).
4. Assesses progress of students on a regular basis and provides progress reports as required.
5. Completes an end-of-year evaluation on every student who has been a member of the program during the school year.
6. Meets and instructs students at the locations and times designated by the Speech-Language Specialist's approved schedule.
7. Maintains accurate, complete and correct records as required by law, District policy and administrative regulation.
8. Takes all necessary and reasonable precautions to protect students, equipment and materials.
9. Assists in the selection of equipment and other instructional materials.

10. Involves parents with goals and objectives of the Speech Program.
11. Attends staff meetings as required.
12. Provides for his/her own professional growth through workshops, conferences, advanced course work (etc.).
13. To use total communication as needed when working with the hearing impaired student.
14. Provides screening, evaluation, and diagnosis of communication abilities according to NJAC and due process procedures. Serves as case manager as assigned.
15. Participates as a member of the Child Study Team for pupils with suspected or diagnosed speech-language disabilities.
16. Provides consultative services to pupils, parents, and other professionals as assigned.
17. Provides English as a second language instruction as assigned.
18. Operates a mobile unit in order to provide instruction as assigned.
19. Performs such other duties as may be designated by his/her appropriate supervisor

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: sitting, standing, reaching, walking, lifting, bending, kneeling, stooping, climbing, pushing, pulling, finger dexterity, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. The employee may need to lift and/or move a student. An average weight for a student is 75 pounds. Assistance can be provided, if necessary. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. In addition, the employee must be able to follow written and oral instructions and procedures.

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.

WORK ENVIRONMENT:

Work is performed in a school setting with exposure to health and/or safety hazards. The noise level in this environment is usually moderate.