

## **Job Description: LANGUAGE/SPEECH/HEARING SPECIALIST**

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### **PRIMARY FUNCTION**

It is the responsibility of the speech and language specialist to provide speech and language services to all students in the district and assists in the school program as assigned. This includes the assessment of individual student's speech development level providing information for program development and remediation for improving students' performance; and providing information on issues for specific students to instructional personnel.

### **ESSENTIAL JOB FUNCTIONS**

- Assesses students' communication skills (e.g. articulation, language, fluency, voice, etc.) for the purpose of determining their speech and language deficits and developing recommendations.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Instructs students for the purpose of implementing goals for re-mediation of speech and language deficits.
- Prepares documentation (e.g. evaluations, observations, progress, contacts with parents, teachers and outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- Researches resources and methods (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate approach for students' speech and language services.
- Screens students for the purpose of determining the need for further individualized assessment.
- Screen students in grades Preschool-12 for language disorders.
- Select students to be included in language therapy on a pull-out basis.
- Provide inservices and in-class demonstrations upon request.
- Participate in SST meetings and prepare reports upon request.
- Assess students for possible language disabilities.
- Participate as a member of the IEP Team, and provide ideas and materials to remediate these disabilities upon request.
- Communicates with parents through a variety of means. Holds parent conferences to discuss the individual pupil's progress and interpret the school program.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers.
- Maintains professional competence through participation in inservice education activities provided by the district and/or self-selected professional growth activities.
- Performs basic attendance accounting and business services as required.
- Is responsible and accountable for the academic achievement of pupils in his/her classroom.
- Prepare objectives for each child in the caseload.
- Prepare attendance and enrollment reports as required by the district, county and state.
- Selects and requisitions books, instructional aids and instructional supplies; maintains required inventory records.
- Insures a comfortable room environment through control of heating, lighting, and ventilation to the extent possible.
- Supervises pupils in out-of-classroom activities during the assigned working day.

- Participates in curriculum and other developmental programs within the school of assignment and/or on a district level.
- Shares in the sponsorship of student activities and participates in faculty committees.
- Plans and coordinates the work of the teacher aides and parent volunteers.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Participates in various meetings (e.g. parent conferences, IEP conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information and/or meeting credential requirements.

**QUALIFICATIONS**

***Knowledge of:***

Assessment instruments and their application, education code, state and district policies.

***Ability to:***

Apply assessment instruments, interpret test data, communicate effectively, sit for prolonged periods, complete a case study and develop an individual education plan, work independently, be flexible and work under time constraints, maintain cooperative working relationships with students, parents, and other school personnel.

**EXPERIENCE**

Prior job related experience recommended.

**EDUCATION**

Bachelor's Degree and advanced education/degree related to language, speech/hearing services.

**CREDENTIAL**

Valid California credential authorizing service as a language, speech and hearing therapist.  
Clinical Rehabilitative Services Credential.

**LICENSE**

A current California Drivers' License and proof of insurance are required.

**WORK ENVIRONMENT**

***Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include office and school environments.

***Physical Abilities:***

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. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of medium work.
- Hear and speak to exchange information in person or on the telephone.
- See to read a variety of materials.
- Possess dexterity of hands and fingers to operate a computer keyboard.
- Stand or walk.
- Bend at the waist, kneel or crouch to file materials.
- Sit or stand for extended periods of time.
- Reach above shoulders to file materials.
- Climb a stool/ladder.

***Hazards:***

None identified.