

**SECTION      TEACHING/EDUCATIONAL SERVICES PERSONNEL**

**AREA            EDUCATIONAL SERVICES PERSONNEL**

**TITLE:          Speech-Language Specialist**

**QUALIFICATIONS:**

1.      New Jersey certification as a Speech-Language Specialist.
2.      Such additional qualifications as the Board of Education may deem appropriate.

**REPORTING RESPONSIBILITY:**

The Speech-Language Specialist is directly responsible to the building principal(s) and the Supervisor of Pupil Services and through them to the Director of Student Personnel Services.

**JOB GOAL:**

The Speech-Language Specialist conducts assessments and prepares and implements therapy programs for children with speech or language disorders. In carrying out this function, the Speech-Language Specialist works cooperatively with such personnel as teachers, principals, district supervisors and members of the Department of Student Personnel Services.

**TERMS OF EMPLOYMENT:**

Ten-month contract consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

Based on the performance of responsibilities identified in this position description and the criteria and procedures of the applicable evaluation policy. See Policy 4118, Evaluation of Tenured Teaching Staff Members and 4119, Evaluation of Non-Tenured Teaching Staff Members.

**PERFORMANCE RESPONSIBILITIES:**

**A.      Specific Responsibilities**

1.      Surveys, tests, diagnoses and classifies speech and/or language disordered children.
2.      Prepares Individual Education Programs (IEPs) and implements the individual therapy programs defined by the IEPs.
3.      Recommends for acquisition and/or creates and constructs clinical teaching materials to meet the needs of the individual child.
4.      Provides group and/or individual therapy sessions.

5. Provides the building staff with individual or group in-service sessions on language development and diagnostic procedures as they apply to speech therapy.
6. Keeps records as to progress, attendance, conferences, and overall status of each referred child.
7. Maintains liaison with other school personnel (principals, teachers, counselors, psychologists, social workers, LDTCs, supplementary teachers, school physicians and nurses.)
8. Serves as a consultant to the child study team.
9. Maintains contact with those outside services (physicians, orthodontists, agencies and clinics) concerned with the welfare of the children receiving language, speech and hearing therapy.
10. Holds parent/guardian conferences.
11. Assists building administrators in organizing and scheduling the speech and hearing programs.
12. Conducts, as requested, teacher-training workshops in speech and hearing.

**B. General Professional Responsibilities**

1. Demonstrates proficiency in the use of English by communicating with reasonable clarity, conciseness and precision in both speaking and writing.
2. Participates in solving classroom and school problems and seeks resolution through appropriate channels.
3. Cooperates in the total school program by:
  - a. Sharing responsibility for care of materials, equipment and facilities;
  - b. Sharing responsibility for students' behavior throughout the building;
  - c. Working with colleagues to improve the effectiveness of the total school program;
  - d. Participating in school activities.
4. Cooperates in curriculum development and evaluation activities by participating in the planning and implementation of programs.
5. Establishes and follows an individual program of professional renewal in such areas as:
  - a. How children learn;
  - b. Current approaches to discipline;

- c. Alternative instructional strategies;
- d. Updated curriculum materials;
- e. Current theory and practice in his/her field.

**C. Other Duties and Responsibilities**

1. Performs other duties and responsibilities incidental to the office or as assigned by the building principal(s) and/or Supervisor of Pupil Services.