



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Speech Language Specialist

**REPORTS TO:**

Director of Special Services

**QUALIFICATIONS:**

The Speech Language Specialist shall hold a valid New Jersey certification as a Speech Language Specialist.

**GENERAL DESCRIPTION:**

The Speech Language Specialist is directly responsible to the Director of Special Services for instruction and functions as a member of the Child Study Team.

The Speech Language Specialist formulates and develops a program of speech and language therapy through the use of procedures including evaluation, diagnosis, planning, consultation, and instruction of children in regular and special education programs.

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

1. Provides a thorough assessment and diagnosis of speech and language impairments as a member of the Child Study Team.
2. Provides appropriate individualized programs of therapy to meet individual student's needs and correct existing speech and language impairments.
3. Assumes primary responsibility for scheduling children for speech and language services after consultation with administration and staff.
4. Attends professional meetings and workshops to keep abreast of the most current teaching materials, teaching techniques, tests and diagnostic procedures.
5. Utilizes professional expertise to provide habilitation of speech and language impairments and consider referrals from specialists (i.e. otolaryngologist, audiologist, orthodontist).
6. Assists and guides teachers in observing, describing and referring students with suspected speech and language impairments.
7. Serves as consultant to teachers and school staff members on topics concerning speech and language impairments.
8. Provides information, support and counseling to parents and families when appropriate and makes available a supplemental home program to parents of students when the need arises.
9. Functions as a member of the Child Study Team when directed and provides the Team with the viewpoint of the communication specialist in specific cases. Assists in making placements and monitoring programs for evaluation of outside placements.
10. Attends Child Study Team staffings of specific cases when directed to do so.
11. Keeps thorough ongoing records for the individual students receiving therapy.
12. Maintains lists of referred, screened and eligible students.
13. Assumes responsibility for requisitioning and maintaining needed equipment and supplies.
14. Performs such other tasks and assume such other responsibilities as assigned by the Director of Special Services.

**WORK YEAR:** 10-month position

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education