

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

**CHILD STUDY TEAM/COUNSELOR
/MEDICAL PERSONNEL
3204 Speech Language Specialist
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JOB TITLE: SPEECH LANGUAGE SPECIALIST

REPORTS TO: Cluster Supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of services in the identification and diagnosis of speech, language, communication, and hearing disorders and in the prescription and delivery of appropriate educational services and programs to eliminate, reduce, or accommodate disabilities that interfere with the student's meeting and exceeding the Core Curriculum Content Standards.

QUALIFICATIONS:

The Speech Language Specialist shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a Speech Language Specialist or a Speech Correctionist endorsement (N.J.A.C. 6:11-11.9) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold and maintain a valid driver's license with no serious violations.
3. Demonstrate the ability to assess, treat, and provide strategies for the prevention and remediation of speech, language, and hearing disorders.
4. Have at least three years of excellent teaching experience.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of speech-language pathology, child growth and development, learning assessment and diagnosis, research related to learning, instructional strategies, and classroom management.
7. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching performance and performance as a Speech Language Specialist.
4. Official college transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Speech Language Specialist shall be employed under the following terms:

1. Work year of ten months.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Speech Language Specialist shall:

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1. Provide comprehensive services for students with speech and/or language disorders, following N.J.A.C. 6A:14 et seq. and other State and District rules, regulations, and procedures.
2. Develop and implement screening procedures to identify students who are in need of corrective speech, language, and/or hearing instruction (N.J.A.C. 6A:14-3.6).
3. Participate on the Child Study Team when students with communications disorders are referred to the Team. Use observation, conferences with the instructional staff, and various assessment techniques to make diagnostic evaluations. Participate in Team conferences and communications with parents and students, and recommend intervention strategies for the Individual Education Plan (IEP). Monitor the Plan's implementation, and participate in the annual review.
4. Plan and deliver treatment for students with speech, language, and/or hearing deficiencies in individual and small group settings.
5. Assist with referrals of students to agencies and resources in the community when appropriate.
6. Provide regular evaluation of students receiving speech, language, and hearing specialized instruction to determine the effectiveness of services.
7. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal, Supervisor of Child Study Team, or Director of Pupil Personnel Services.
8. Assist the instructional staff through conferences, consultations, observations, and demonstrations with classroom organization and the implementation of effective instructional strategies and materials for students with speech, language, and hearing disorders.
9. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other school districts and agencies within the community.
10. Visit pupil homes when appropriate or upon request of the Principal.
11. Attend required staff meetings and serve, as appropriate, on staff committees.
12. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
13. Conduct or provide staff development sessions and educational programs for parents to promote an understanding of effective strategies to accommodate speech, language and hearing disorders.

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14. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
15. Summarize, interpret, and disseminate current developments in speech and language pathology through reading of professional journals, participation in professional development, and involvement in professional organizations.
16. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
17. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
18. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or supervisors and not otherwise prohibited by law or regulation.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.

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3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Cluster Supervisor shall evaluate the Speech Language Specialist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.



Approved

12/10/03

Date