

## Speech and Language Specialist

### Purpose Statement

The job of Speech and Language Specialist is done for the purpose/s of identifying and assessing students with communication disabilities; planning and implementing appropriate treatment to support student educational success; recommending treatment plans; and providing direction to Speech and Language Pathologist Assistants.

This job reports to Assigned Administrator

### Essential Functions

Assesses students' communication skills (e.g. articulation, fluency, voice, expressive and receptive language, etc.) for the purpose of identifying communication disorders and delays, determining eligibility and developing recommendations for treatment.

Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, OT's, PT's and other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.

Coordinates meetings and processes for eligible students (e.g. testing/screening, IEPs, parent conferences, pre-referral staffing, etc.) for the purpose of presenting evaluation results, developing treatment plans, and/or providing training to parents/students/staff.

Develops treatment plans, interventions and/or educational materials for the purpose of improving the communication skills of students in compliance with regulatory requirements.

Instructs eligible students in the use of appropriate communication technologies (e.g. hearing aids, FM systems, AAC devices, etc.) for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.

Instructs assigned support staff and SLPA's for the purpose of providing information on communicative disorders, use of assistive devices and feeding techniques and/or implementing prescribed treatment plans.

Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information as required for documentation and/or compliance.

Participates in meetings, workshops, and seminars (e.g. trainings, IFSPs, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.

Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medi-Cal billings, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, conveying information and meeting compliance requirements.

Provides speech and language therapy to students for the purpose of supporting students' educational progress.

Researches resources and methods (e.g. best practice intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' needs.

Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.

Travels to multiple sites, including home visits for the purpose of providing therapy, consultation and parent education as required.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments and diagnostic practices; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: anatomy and physiology of speech and hearing mechanisms and disorders; swallowing disorders; child development; disorders and diseases associated with communication disorders; principles and practices of speech and language therapy; best practices regarding assessment and intervention of communication disorders; and pertinent codes, policies, regulations and/or laws and intervention.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; planning and implementing flexible therapy schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 30% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:** Speech, Language Pathology License from SLP, Audiology & Hearing Aid Dispensers Board Certificate of Clinical Competence from American Speech, Language & Hearing Association preferred.

#### **Required Testing:**

#### **Certificates and Licenses**

Valid Driver's License & Evidence of Insurability  
Speech, Language, Pathology Service Credential

#### **Continuing Educ. / Training:**

Maintains Certificates and/or Licenses

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**  
Exempt

**Approval Date**

5/3/2018

**Salary Grade**  
<AB+30