

Job Description

Job Title: Speech/Language Specialist
Department: Special Education
Reports To: Special Education Coordinator
Salary: Licensed salary schedule – _____ calendar days

JOB SUMMARY

The Speech/Language Specialist provides evaluation, assessment, consultation and/or direct instruction services to students with disabilities in the Willamette Education Service District area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Displays knowledge of, or is able to research etiology, characteristics and prognosis of speech/language disabilities and disorders.
2. Develops and adapts materials.
3. Designs and implements appropriate services and provide evaluation, consultation and/or direct instruction.
4. Facilitates appropriate first response interventions and, when necessary, referrals for additional services.
5. Writes necessary assessment summaries and recommendations in a clear, informative and timely manner.
6. Screens, evaluates and interprets evaluations of students with potential communication disorders.
7. Upon referral, completes screen in voice, oral, motor, language, fluency, articulation and hearing.
8. Provides information, consultation and in-service training.
9. Consults with physicians and other professionals when necessary to acquire information.
10. Provides consultation services to Local Education Agency (LEA) staff, Education Service District (ESD) staff, community agencies and families of children/students with communication disorders.
11. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, school district staff and the public.
12. Works with teams to have therapy generalized in other settings.
13. Identifies professional strengths and limitations and sets and meets performance goals.
14. Creates a positive work environment by:
 - a. Tolerating others' points of view
 - b. Soliciting input from others
 - c. Resolving conflict at the lowest level possible
 - d. Responding effectively to crisis situations
15. Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
16. Adheres to professional ethics as identified by agency, professional organizations and licensing commissions.
17. Provides direction and support to instructional assistants, speech language instructional assistants, student teachers or practicum students as assigned.
18. Consults and directs service provisions.
19. Determine in-service training needs and facilitates in-service provisions.

20. Develops and implements Individual Education Plans/Individual Family Service Plan goals and objectives to meet the individual needs of children
21. Plans and implements service delivery models using best practice models for intervention, adjusts instruction according to progress data, and maintains schedules in assigned sites.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Moves tables and chairs for room set up.
2. Reliable transportation for itinerant responsibilities.

SUPERVISORY RESPONSIBILITIES

1. Oversees therapy administered by speech language instructional assistants and other educational assistants.

EVALUATION

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards as outlined in the evaluation system, collective bargaining agreement and employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree (M.A.) or equivalent; or four-to-ten years' related experience and/or training; or equivalent combination of education and experience. Experience in providing direct, consultative and evaluative itinerant speech/language services to children/students with communication disorders within a school setting.
- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently in English, verbally and in writing. Ability to communicate verbally in Spanish preferred. Ability to effectively present information and respond verbally to the most sensitive inquiries or complaints from parents, administrators, students, school staff and the general public. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, legal documents and governmental regulations. Ability to write reports, business correspondence and procedure manuals
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of plane and solid geometry, trigonometry, exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use word processing, spreadsheet and database software; e-mail and Internet.

- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District, including valid Oregon driver's license, first aid/CPR card, Blood Borne Pathogen training; completion of the American Speech and Hearing Association's (ASHA) certificate of clinical competence (CCC), current Oregon teaching license with a communications disorders or speech impaired endorsement issued by the Teacher Standards and Practices Commission (TSPC), or licensure as a Speech-Language Pathologist from the Oregon Board of Examiners for Speech Pathology and Audiology.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk, sit and stand. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low. The employee may be exposed to blood borne pathogens. The employee is occasionally exposed to outdoor weather conditions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.

Prepared By: Willamette ESD Date Revised: August 2016

I have read and understand this job description.

Printed Name

Signature

Date