



Job Description

TITLE:

Speech and Language Specialist

POSITION SUMMARY

This teacher serves as a specialized staff member in diagnosing student needs in the area of speech and language. The teacher will work collaboratively with school personnel in designing and implementing plans for the remediation of speech and language problems of students in the District. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. This teacher is a full member of a building staff and Educational Support Services and will be supervised by the principal in collaboration with Educational Support Services.

MINIMUM QUALIFICATIONS

- Valid Oregon teacher's license with and a Speech/Language endorsement.

ESSENTIAL FUNCTIONS

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

1. Effectively works with and responds to people from diverse cultures or backgrounds.
2. Cultivates and models a respectful working and learning environment.
3. Plans and implements a program of study following federal, state and district goals as well as school goals/curriculum that meets individual needs and development of students.
4. Plans and implements the student's program (IEP) for speech/language by selecting specific activities, materials, and methods as related to diagnostic findings and recommendations of the evaluation team.
5. Evaluates the needs and abilities of referred students.
6. Organizes and conducts IEP meetings and manages the IEP process in accordance with law and district requirements.
7. Establishes and maintains open lines of communication with students and parents/guardians concerning both the academic and behavioral progress of all assigned students.
8. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.
9. Maintains accurate, complete and confidential records as required by law, district policy, and administrative regulations.
10. Strives to maintain and improve professional competence through an ongoing program of workshops, seminars, conferences, classes and other professional development activities.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
12. Implements individual plans (IEP)



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13. Participates in building level student support meeting as appropriate and multi-disciplinary teams to collaboratively determine eligibility and services need.
14. Attends Educational Support Services staff meetings.
15. Participates in staff meetings, speech and language specialist meetings, in-service meetings and other meetings as appropriate.
16. Is familiar with District procedures and guidelines as well as speech and language procedures and guidelines.
17. Works effectively and collaboratively with diverse student, staff and community populations.
18. Works with team members to accomplish mutually agreed upon goals.
19. Is responsive to feedback from colleagues and administrators and is able to apply feedback to improve skills and services to students.
20. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes and other professional development activities.
21. Manages time to complete required special education paperwork.
22. Utilizes technology fluently to manage all the components of student programs
23. Anticipates program needs and coordinate implementation of program components.
24. Performs other duties as requested by the Educational Support Services Administrator.

WORK ENVIRONMENT

- a. This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- b. Possible exposure to bodily fluids due to student or employee injury or illness.
- c. Exposure to bodily harm due to student behaviors.
- d. Evenings and/or extended work hours are often required.
- e. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
- f. May require traveling to multiple work sites.
- g. Frequent or prolonged standing, walking and sitting
- h. Frequent and prolonged talking/hearing conversations.
- i. Requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects.
- j. Work may involve occasional lifting objects weighing 25-50 pounds.
- k. May have to restrain students.

WORKPLACE EXPECTATIONS

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.



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The employee follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

WORK YEAR AND BENEFITS

This position follows the regular teacher work year and benefits are commensurate with the other members of the collective bargaining unit.

SALARY

Salary and benefits based on current District Salary Schedule and Negotiated agreement.

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (Print)

Date

Employee Signature

Date