

CLASS TITLE: Speech and Language Support Specialist
Range 7

Basic Function: Under the direction of the Speech and Language Pathologist, provide intervention services to students requiring an Individualized Educational Program (IEP) for speech and language remediation.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

Prepare for and provide services to students on the speech and language caseload by following and implementing documented treatment plans.

Document student progress toward meeting established objectives and reporting information to supervising SLP .

Assist the Speech and Language Pathologist during assessments, including assisting with formal documentation, preparing materials and varied clerical duties.

Process formal, confidential paperwork.

Maintain and update confidential files.

Assist in meeting legal timelines.

Schedule student meetings with parents, teachers and staff.

Attend student meetings.

Type with accuracy correspondence letter to various education agencies, personnel and parents.

Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Speech and language theory and therapy practices

English language at advanced level of reading, writing and speaking

Basic computer skills

Efficient office practices

Instructional strategies

General operation of schools

Able to work effectively with the public

ABILITY TO:

Take direction from supervisors

Communicate with proper English usage orally and in writing

Understand speech and language theory and practices

Learn new therapy practices

Read and interpret therapy manuals

Learn new approaches to motivating and assisting students with speech and language delays
Relate well with students and control their behavior when necessary
Relate well with supervisors and other staff members
Operate computers with accuracy.
Apply common sense understanding to carry out instructions furnished in written and oral form.
Maintain composure when faced with critical deadlines
Cooperate with school personnel and parents
Maintain positive relations with staff and parents.
Attend workshops and conferences when necessary.
Lift or move up to ten pounds.
Stand, sit, walk, stoop and reach with hands and arms.

EDUCATION AND EXPERIENCE:

Associate or Bachelors Degree required
Supplemental training in working with young people desired

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the work environment is moderate. Interruptions due to phone calls or walk-in traffic are frequent. The position requires providing direct services and demands meeting deadline with severe time constraints

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Adopted: (11/04) 5/30/07