

Vail School District Job Description

Job Title: SPEECH-LANGUAGE SUPPORT SPECIALIST

Department: Special Education

Reports To: Speech-Language Pathologist/Site Principal

FLSA Status: Non-Exempt

Level: 13

Created: 06/01/2012

Approved: 06/12/2012

SUMMARY

Supports the District's speech-language pathologists in serving students with communication disorders.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Conducts speech and language screenings without interpretation, using screening protocols specified by the supervising speech-language pathologist.
2. Provides direct therapy assistance, including feeding for nutritional purposes to students except students with dysphagia, identified by the supervising speech-language pathologist by following written therapy plans, individualized education programs, individual support plans or protocols developed by the supervising speech-language pathologist.
3. Documents student progress toward meeting established objectives as stated in individualized education program without interpretation of the findings, and report this information to the supervising speech-language pathologist.
4. Assists the speech-language pathologist in the collecting and tallying of data for assessment purposes, without interpretation of the data.
5. Assists with informal documentation during an intervention session by collecting and tallying data as directed by the speech-language pathologist, preparing materials and assisting with other clerical duties as specified by the supervising speech-language pathologist.
6. Schedules activities and prepare charts, records, graphs or other displays of data.
7. Performs routine check-up and maintenance of equipment.
8. Participates with the speech-language pathologist in research projects, in-service training and public relations programs.
9. Signs and initials therapy notes for review and co-signature by the supervising speech-language pathologist.
10. Unless required by law, does not disclose clinical or confidential information orally or in writing to anyone not designated by the speech-language pathologist.

SUPERVISORY RESPONSIBILITIES

None.

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 EXPERIENCE

Bachelor of Science in Communication Disorders/Speech and Language from an accredited college.

ABILITIES

Ability to demonstrate knowledge and proficiency in working with computers and other types of technology.

LICENSE

Must maintain a valid Speech-Language Pathology Assistant license issued by the Arizona Department of Health Services

LANGUAGE SKILLS

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read and interpret documents such as Individual Education Plans (IEPs). Ability to speak effectively to students, parents, employees, and members of the community. Ability to read and implement activity plans, routine reports and correspondence. Ability to communicate effectively with students who have special needs.

ETHICS, JUDGEMENT, PROFESSIONALISM

Treats others with respect and dignity. Upholds organizational mission, vision, and values. Demonstrates willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions. Approaches others in a respectful manner. Reacts well under pressure. Accepts responsibility for own actions.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, rates, ratios and proportions to practical situations. Ability to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and 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. Will include working outside in all types of weather, including direct summer sun. The noise level in the work environment is usually moderate.

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