



EMPLOYEE NAME: _____

Created: 2/17 Revised: 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Speech Language Pathologist Support Specialist	JOB CODE: 480B
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORK DAYS: 188
REPORTS TO: Speech and Language Supervisor	PAY GRADE: CIT (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Identifies and provides services to students who meet eligibility requirements for the speech-language program; provides support for the SLP Substitutes in the District.	

REQUIREMENTS:

1.	Education Level: Master Degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate (SLP S5)
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Evaluates communication skills of students referred and diagnoses speech and/or language disorders.
3.	Assures placement of students in the speech-language program and develops and implements speech-language goals/objectives on individualized education plans according to established due process procedures.
4.	Conducts and/or participates in IEP meetings.
5.	Schedules students appropriately.
6.	Provides consultative services to teachers, parents, administrators, and allied agencies in order to integrate speech-language goals into the classroom, other educational programs, and the home environment.
7.	Reports and maintains student data to assess progress and continuation or termination of services.
8.	Complies with State and System regulations regarding due process paperwork and Medicaid documentation.
9.	Refers to other agencies and/or personnel when appropriate.
10.	Investigates and uses new strategies for delivering student services.
11.	Participates in professional learning opportunities provided.
12.	Participates with school administrators for effective planning, coordination, and implementation of speech-language program into total educational system.
13.	Participates in RTI process at local school level as needed.
14.	Reports information required for local, state, and federal programs.
15.	Maintains special education records for SI students at local school.
16.	Maintains prompt and professional communication with parents.
17.	Provides therapy to students served by the SLP on special assignment monthly.
18.	Provides support and oversight to the SLP on special assignment/substitutes.
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____