



EMPLOYEE NAME: _____

Revised: 10/08, 10/12; 6/18;9/23

JOB DESCRIPTION

POSITION TITLE: Special Education Program Specialist – SLP Speech Language Pathologist	JOB CODE: 480B
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Special Education	WORKDAYS: 188
REPORTS TO: Speech-Language Supervisor	PAY GRADE: CIT 5, 6 or 7
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provide support and training to SLP’s in the area of compliance with special education due process procedures and best practices in assessment and therapy.	

REQUIREMENTS:

1.	Education Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate (CCC-SLP S5)
3.	Experience: 3 years successful experience as school based SLP
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, demonstration of proficiency in all components of special education due process procedures

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.	Adheres to federal, state, and local due process procedures.
3.	Creates and presents training to SLP’s with focus on the referral, eligibility, and IEP process.
4.	Monitors SLP’s adherence to federal, state, and local due process procedures.
5.	Serves as a liaison among SLPs, special education staff, and general education.
6.	Assists with analyzing appropriate data for instructional program planning.
7.	Coordinates and manages the utilization of technology within the speech language department, such as district wide digital platforms and software.
8.	Works collaboratively with others to achieve special education priorities and supports district initiatives.
9.	Demonstrates knowledge of the link between curriculum standards and IEP goals.
10.	Creates and presents or recommends learning opportunities in service delivery models, evidence-based therapy techniques, and diagnostic procedures.
11.	Coordinates federal, state, and local procedures.
12.	Support SLP’s through modeling therapeutic interventions, behavior management and assessment; including supervision of clinical fellowship year, as needed.
13.	Participates in professional learning to stay current with research-based therapeutic/learning strategies and emerging technology.
14.	Demonstrates the ability to solve problems.
15.	Demonstrates ethical and professional behavior.
16.	Maintains prompt and professional communication with parents.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____