

---

<b>Position:</b>	Language/Speech Specialist	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Special Education Language/Speech Services	<b>Salary Schedule:</b>	Administrative Management
<b>Reports to/Evaluated by:</b>	Director of Special Education and Psychological Services		

---

**SUMMARY**

Under the direction of the Special Education Administrator and the Program Specialist-Language/Speech, the Language Speech Specialist provides specialized Speech and Language Services designed to reduce or eliminate variables pertaining to language, speech, and hearing impairments that interfere with the student’s ability to access the curriculum. Speech and Language Services are designed to address to communicative disorders in students from ages birth to 22 across all comprehensive district-wide sites and programs.

**DISTINGUISHING CAREER FEATURES**

Speech and Language Specialists work in various educational settings, including classrooms and offices. Employees collaborate with educators, parents, and other professionals to create a safe, healthy, and supportive learning environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Screen, identify, diagnose, assess, and monitor all types of communicative disorders in accordance with procedures outlined in Title 5 of the California Education Code. Serve as a viable member of the School Assessment Team.
- Conduct comprehensive Language and Speech Evaluations. Diagnose and assess students through the use of appropriate tests and measures. Evaluate eligibility for educationally-based Speech and Language Services under the category of eligibility of Speech Language Impaired (SLI). Provide Speech Language Pathology services related to speech and language impairments to students from birth through age 22 in services across a continuum of program options found in California Code of Regulations Title 5.
- Write comprehensive evaluations and develop Individualized Education Plans (IEP).
- Assist, develop, and implement Individual Educational Plans (IEP) and Individualized Family Service Plans (IFSP) for eligible students, including but not limited to, instructional goals and objectives. Adhere to IEP/IFSP timelines and legal requirements.
- Plan, develop and implement programs, strategies and techniques which work towards meeting individually set goals and objectives while establishing appropriate priorities for remediation in the least restrictive learning environment for students. Use evidence-based research to develop and/or recommend effective interventions. Develop and implement modifications and intervention strategies to match specific student needs.

- Provides direct, collaborative, and/or indirect consultative services for students with Language/Speech Impairments with procedures being aimed toward correction or improvement of the disability through implementation of the I.E.P.
- Monitor and evaluate student eligibility and student progress; maintain progress notes; receive and respond to referrals from District personnel, parents, physicians and agencies; coordinate transition plans for students moving to other settings.
- Conferences and consults with parents, faculty, administrators and specialists concerning the language, speech and hearing needs of students; respond to inquiries and provide information concerning program services and student progress.
- Coordinate, participate and present in-services and consultations regarding language, speech and hearing disorders and special education procedures as assigned.
- Determine professional goals and objectives through the assessment and evaluation process.
- Maintain professional standards and competence through participation in organized and in self-directed professional growth activities.
- May supervise, coordinate and plan the work of instructional support staff assigned to the program and provide input into performance evaluation process.
- Prepare and maintain a current work schedule.
- Prepare, maintain and submit timely and accurate records, reports, files and documentation as assigned on each student enrolled, including but not limited to, Medi-Cal billing requirements, diagnostic and assessment information, student goals and objectives, conference and contact notes from parents and other professionals, student progress records; complete and submit attendance records.
- Operates in the capacity as Case Manager for students solely receiving DIS Language/Speech Services through the IEP process.
- Supervise and monitor practicum related activities of assigned speech pathology graduate students and Clinical Fellowship Year (CFY) and/or Required Professional Experience (RPE) candidates, as assigned.
- Adhere to the schedules, policies and procedures as determined by Clovis Unified School District.
- Attend and participate in a variety of meetings, committees, conferences, in-services and/or special events. Serve as the LEA Representative, as needed, during IEP meetings.
- Operate a variety of instructional and office equipment, including but not limited to a computer and assigned software applications. Input and maintain accurate data on the Student Education Information System (SEIS), the approved IEP software system. Utilize technology to enhance speech and language services.
- Serve as a technical resource concerning assigned program, function or instructional area. Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Communicate effectively both orally and in writing.

- Performs other duties normally required to be performed by a Language/Speech Specialist as adjunct to the regular duties.

## **QUALIFICATIONS**

**Knowledge and Abilities:** Abide by the ASHA Code of Ethics. Collect data, analyze and evaluate situations accurately and adopt an effective course of action. Coordinate communications, information, personnel, and resources to assure smooth and efficient activities in job assignment and/or assigned program. Interpret, apply, and explain rules, regulations, policies and procedures. Maintains proper classroom control and a suitable learning environment. Maintain a variety of reports and files related to job assignment and/or assigned program. Maintain systems, policies, standards and procedures in compliance with a variety of Federal, State, and local laws, rules and regulations as they relate to job assignment and/or assigned program. Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds. Maintain a neat, uncluttered, sanitary, safe and aesthetically appealing workspace. Maintain consistent, punctual and regular attendance.

**Physical Abilities:** Drive a vehicle to conduct work using own transportation.

**Education and Experience:** Master's Degree in Communicative Disorders/Speech-Language Pathology

**Licenses and Certificates:** Valid Clinical or Rehabilitative Services Credential – Language Speech or Speech Language Therapy Credential or Speech Language Pathology Services Credential required. Valid California driver's license required. Certificate of Clinical Competence (CCC's) and license to practice Speech Language Pathology in California preferred.