

TITLE **Teacher - Speech and Language**

- QUALIFICATIONS**
1. Valid Tennessee teaching license with a minimum of a Master's degree and the appropriate endorsement(s);
 2. Strong written, verbal, presentation and interpersonal skills; and
 3. Meets health and physical requirements.

JOB GOAL **To help reduce or eliminate speech and language impediments that interfere with the individual student's ability to derive full benefit from the district's educational program.**

ESSENTIAL FUNCTIONS

- I. Service to Students
 - A. Evaluation and Assessment
 1. Assess individual speech/language needs of students and make recommendations
 2. Certify students in accordance with state and federal guidelines
 3. Refer students to other professionals of outside (school) agencies when needed
 4. Evaluate student progress in relation to treatment and report progress to parents/guardians
 - B. Planning and Program Management
 1. Prepare individual educational programs, additional plans and materials to address student needs
 2. Plan and implement a program of speech and language services
 3. Select and schedule case loads
 4. Maintain up-to-date, appropriate student and program records
 - C. Delivery of Services
 1. Deliver effective speech therapy
- II. Service to School Staff
 - A. Planning
 1. Consult and work with school staff to provide a total program for the student
 2. Assist staff in identifying and solving teaching/learning and school problems
 3. Assist in establishing school/system goals
 - B. Consultation and Communication
 1. Serve as an effective M-team member
 2. Report student performance and progress regularly to school staff
 3. Promote parent/community interest in the school
- III. Service to Parents
 - A. Consultation and Communication
 1. Consult with parents to integrate home and school goals
 2. Report student performance and progress regularly to parents
 3. Assist parents in locating appropriate professional services outside the school when needed

- IV. Administration (recommended - not more than 10% of total time)
- A. Consult with school and system administrators regarding program integration, speech, language, and hearing services and other matters
 - B. Assist in budget preparation for speech/language services
 - C. Assist in preparation of required school and/or system reports
 - D. Coordinate Speech/Language involvement in School-Wide Child Find with appropriate staffing, needed equipment, paper work and supply needs
 - E. Review documentation from professional staff; continuous monitoring
 - F. Review transfer records (in-state and out-of-state) to determine compliance and procedural or service needs
 - G. When applicable plan, implement and organize speech staff meetings targeting identified procedural weaknesses, identified therapy delivery needs and identified state and federal required guidelines.
 - H. When applicable and as directed, attend TN Early Intervention transition meetings and facilitate Speech/Language assessments, report and writing, IEP goals, etc.
 - I. When applicable and as directed, complete purchase order requests for speech/language assessments and protocols
 - J. When applicable and as directed Maintain check in/check out documentation of Audiometers, FM Auditory trainers, assessment materials and other specialized equipment/materials
 - K. When applicable and as directed Coordinate preschool speech/language service delivery following email/phone parent contacts through follow-up phone calls, review of medical and parent information
 - L. When applicable and as directed, coordinate, schedule and staff ESY Speech Services in month of June
 - M. Performs other duties as assigned by the Special Education Supervisor and/or Director of Schools

PHYSICAL DEMANDS

This job may require lifting of objects that exceed fifty (50) pounds, or the average weight of a child, if assigned to an elementary school, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

- 1. Pushing and/or pulling
- 2. Climbing and/or balancing
- 3. Stooping, kneeling, crouching and/or crawling
- 4. Reaching, handling
- 5. Talking
- 6. Hearing
- 7. Seeing

TEMPERAMENT (Personal Traits)

- 1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- 2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- 3. Adaptability to dealing with people.
- 4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- 5. Ability to handle conflict appropriately.

6. Good interpersonal skills.
7. Ability to use time wisely.
8. Proficient in verbal and written communication.
9. Good organizational skills.
10. Respect for confidentiality of information.
11. Ability to respect organization in a positive manner.
12. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Manual Dexterity*: The ability to move the hands easily and manipulate small objects with the fingers.
5. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
6. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts or tables.

WORK CONDITIONS

Normal working environment.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

TERMS OF EMPLOYMENT

Expected to complete a Work Agreement for the traditional 200 day school year.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.