



JOB DESCRIPTION

JOB TITLE: **Speech-Language Technician**

Position Type: <b>Certified</b>	Department: <b>Student Support Services</b>
Salary Schedule: <b>Certified</b>	Location: <b>Schools</b>
Reports to: <b>Speech-Language Pathologist and Principal</b>	
Term of Employment: <b>9 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>March 11, 2019</b>

**POSITION SUMMARY:**

To work in a partnership with students, staff, parents and the community in accordance with the district’s vision and mission to promote student achievement.

*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.*

**ESSENTIAL FUNCTIONS:**

- A bachelor level Speech-Language Technician (SLT) may administer speech and language assessments to evaluate skill level, progress and achievement under the supervision of a certified and licensed Speech-Language Pathologist (SLP).
- Provides instruction consistent with students' Individualized Education Plans, using strategies, methods and materials appropriate to the learner's abilities, needs and learning style.
- Develops materials and behavioral management strategies which will enable more effective learning.
- Identifies and prepares materials, supplies and equipment to enable implementation of (Individualized Education Program) IEP goals and objectives, within specified timelines.
- Maintains in a timely manner accurate class lists, IEP data for measuring progress towards objectives and other required district and compliance documentation.
- Completes ESY (Extended School Year) documentation and forms as necessary.
- Completes (Direct Service Billing–Medicaid Reimbursement Program) DSC service log, documenting the provision of speech-language services.
- Records services as “non-billable” on DSC forms.

- Attends required department and campus meetings.
- Schedules students for direct and consultation services as indicated in the IEP with the supervising Speech Pathologist.
- Coordinates IEP Meetings with related service providers.
- When appropriate, attends IEP meetings and reviews student progress and present levels of performance with IEP team.
- Monitors students in inclusive settings; consults with general education teachers regarding student readiness, progress and management.
- Suggests ways to integrate program goals and objectives into daily classroom and home activities.
- Participates in staff and student mapping under the direction of campus administration.
- Demonstrates knowledge of content and therapeutic knowledge.
- Demonstrates knowledge of students.
- Select IEP goals and objectives.
- Demonstrates knowledge of resources.
- Designs coherent instruction.
- Assesses student learning.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Manages session procedures.
- Manages student behavior.
- Organizes physical space and resources.
- Communicates clearly and accurately.
- Uses question and discussion techniques.
- Engages students in learning.
- Provides feedback to students.
- Demonstrates flexibility and responsiveness.
- Reflects on instruction.
- Maintains accurate records.
- Communicates with families under the supervision of a certified and licensed Speech Language Pathologist (SLP).
- Contributes to school and district.
- Grows and develops professionally.
- Shows professionalism.
- Assesses student eligibility under the supervision of a certified and licensed Speech Language Pathologist (SLP).

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises any assigned parent volunteers or chaperones.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must be on time and have good attendance.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a fingerprint clearance card.
- Must meet all Arizona Department of Education certification requirements.
- Speech-Language Technician Certificate- Department of Education.
- Arizona Licensure for Speech-Language Pathology-Limited.

**EDUCATION AND/OR EXPERIENCE:**

- Must earn a Bachelor's degree (BA) in speech and language disorders from a four-year college or university.
- CPR/First Aid, preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*