JOB DESCRIPTION

POSITION TITLE: Special Education Program Specialist – SLP Speech Language Pathologist Lead Teacher

JOB CODE: 480B

DIVISION: Academic-Support and Specialized Services

SALARY SCHEDULE: Teacher

DEPARTMENT: Special Education

WORK DAYS: 188

REPORTS TO: Speech-Language Supervisor

PAY GRADE: CIT 5, 6 or 7

FLSA: Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Ensures compliance with special education due process procedures and facilitates collaboration between special education and general education

REQUIREMENTS:

1. Education Level: Master 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. Provides 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 the utilization of technology within the speech language department.
8. Works collaboratively with others to achieve special education performance goals.
9. Demonstrates knowledge of the link between curriculum standards and IEP goals.
10. Provides or recommends support and learning opportunities in service delivery models, evidence based therapy techniques, and diagnostic procedures.
11. Coordinates federal, state, and local procedures.
12. Supports District initiatives.
13. Participates in professional learning to keep abreast of current research-based teaching/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 __________________