



## **JOB DESCRIPTION**

**TITLE:** **Speech Language Specialist**

**QUALIFICATIONS:**

1. Valid New Jersey DOE Certificate #3462.
2. Valid ASHA membership or CFY (clinical fellowship year), or hold a current New Jersey Department of Consumer Affairs license for a Speech Language Pathologist
3. Working knowledge of IEP systems, SEMI billing.
4. Strong verbal, written communication, and interpersonal skills.
5. Strong organizational and analytical skills.
6. Demonstrated office technology software skills including proficiency in the use of Microsoft Word, Outlook, Excel, Power Point, and other cloud-based software.
7. Pass a Criminal History Review under the provision of P.L. 1986, C116, and P.L. 2018 Chapter 5.
8. Pass a physical examination in accordance with statute and board policy, NJSA 18A:16-2.
9. Proof of U. S. citizenship or resident alien status.
10. New Jersey Resident per Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).
11. Such additions and alternative experiences to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Supervisor or Director

**TENURE TRACK:** YES  
**POSITION:** Teacher

**CONFIDENTIAL  
EMPLOYEE:** NO

**JOB GOAL:** To perform job duties and responsibilities consistent with federal, state, and local authority mandates; NJ DOE mandates; CCESC policies; district goals, core values, and departmental requirements.

**PERFORMANCE DUTIES AND RESPONSIBILITIES:**

1. Reports to work on time, consistent with work schedule and departmental requirements, and follows all daily reporting procedures.
2. Remains on duty until all open, critical, time sensitive issues are resolved, or communicates those open issues consistently and regularly throughout the day with department staff or supervisor.
3. Attends all departmental and ad-hoc meetings, professional development, etc.
4. Completes all mandatory trainings.
5. Assists and collaborates with staff and administration in planning and problem solving for all aspects of operations.
6. Maintains ethical and professional behavior, provides excellent customer service, and collaborates in problem solving stakeholder inquiries.
7. Performs any duties associated with a designation of Essential Employee, including during public health emergencies or other unanticipated events where outside agencies and entities such as federal, state, or local governments, departments of health, etc., mandate operational changes that impact CCESC operations.
8. Provide quality school-based speech and language therapy services which includes, but is not limited to, assessment/evaluation, consultation, intervention, and treatment, IEP/SP/504 planning and implementation, discharge planning, related documentation, and communication between Child study team members, teachers, paraprofessionals, related service providers, and families.
9. Provide case management services for students Eligible for Speech Language Services.
10. Demonstrates knowledge of speech and language therapy theories, models, principles, and evidence-based best practice.
11. Understand and abide by the American Speech-Language Hearing Association's *Code of Ethics* and the *Standards of Practice for Speech*

*and Language Therapy*, and other ASHA documents relevant to the delivery of speech and language therapy services.

12. Participate in multi-disciplinary meetings (I&RS, RTI, CST) to provide consultative strategies and educational recommendations.
13. Provide observations and/or screenings as requested.
14. Perform comprehensive evaluations to determine the student's ability through clinical observation, standardized assessments, checklists, history, interview, and functional assessment in the educational environment.
15. Report evaluation results in a comprehensive written report reflecting educational concerns, strengths and areas of need, barriers to successful participation in the educational environment with recommendations appropriate to the academic setting.
16. Develop educationally appropriate intervention plan based on student need as documented in IEP/SP/504, or similar approved support plan, in collaboration and within Child Study Team timelines, protocol, and structure specific to district where services are to be provided.
17. Provide skilled speech language services as mandated by IEP/SP/504-plan to include, but not limited to individual, small group, classroom or other school-based settings, consultation, and training.
18. Identify barriers to student success and recommend appropriate modifications and accommodations/assistive technology/communication devices.
19. Complete timely documentation of evaluation reports, progress reports, IEP, daily notes, time logs, and other as required by employer and/or district.
20. Maintain files and records (i.e., daily treatment logs, progress reports, evaluations) for reference and compliance as appropriate to district or employer guidelines.
21. Communicate confidentially and professionally with students, staff, colleagues, and families for the purpose of student growth and development towards documented treatment plan.
22. Complete necessary documentation to comply with state Medicaid reporting requirements.

23. Participate in continuing education opportunities relevant to current scope of practice and in accordance with state and national guidelines to maintain professional competency, certification, and licensure.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Performs all other duties as assigned by the department leader, supervisor, business administrator, superintendent, or designee.

## **TERMS OF**

**EMPLOYMENT:** Ten or twelve-month work year as determined by the Board of Directors. Work schedule, assignment, and compensation to be established by the Board of Directors where applicable. For certificated professionals included in the Article of Recognition in the agreement between the CCESC and CCESEA, terms will be in accordance with the current negotiated agreement.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and Board policy, and where applicable, with the current negotiated agreement between the CCESC and the CCESEA.

**Board Approved: February 3, 2017**  
**Revised: September 1, 2021**  
**October 10, 2024**

## **Notes:**

NJSA 18A TENURE STATUTES:

Business Administrator	NJSA 18A:17-2a
Directors/Supervisors	NJSA 18A:28-5
Secretarial/Clerical	NJSA 18A:17-2b
Teachers	NJSA 18A:28-5 & 18A:28-3