



EMPLOYEE NAME: _____

Revised:5/08, 10/12; 6/18;5/20;7/23

JOB DESCRIPTION

POSITION TITLE: Speech and Language Consultant	JOB CODE: 621G
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Consultant
DEPARTMENT: Special Education	WORKDAYS: Annual Administrative Employees
REPORTS TO: Special Education Supervisor	PAY GRADE: CC3 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates Augmented/Alternative Communication in collaboration with Speech and Language Pathologists and supports all aspects of the speech and language program for students with disabilities.	

REQUIREMENTS:

1.	Educational Level: Master’s degree required
2.	Certification/License Required: Valid Georgia Teaching Certificate (CCC-SLP S5); Leadership Certificate preferred.
3.	Experience: 5 years of successful experience in speech and language therapy; experience with assistive technology preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning, organization, technology

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.	Serves as liaison between Special Education Speech and Language and Technology Services.
3.	Supervises and may evaluate Speech and Language Team employees.
4.	Collaborates with teachers and supervisors to support students’ Augmentative/Alternative Communication needs and provides recommendations or consulting in challenging situations.
5.	Keeps abreast of current information regarding Augmentative/Alternative Communication and disseminates information to school staff and parents.
6.	Coordinates services with community and state service providers and private agencies.
7.	Collaborates to develop the budget for the AAC items required for the Speech and Language Team.
8.	Monitors the equipment inventory for Augmentative/Alternative Communication.
9.	Coordinates training and support for school staff regarding software, equipment, ACC, etc.
10.	Processes and maintains CTLS content for the SLP Community.
11.	Assists the supervisor with scheduling and interviewing new hires for SLP vacancies.
12.	Assists supervisor in collaboration with the budget supervisor to maintain paperwork for contract SLPs.
13.	Coordinates the maintenance and repair of Augmented/Alternative Communication equipment.
14.	Processes and maintains log of requests from local school SLPs.
15.	Serves as liaison in successful delivery of AAC supports with SPED Supervisors, such as ID/AU/EBD and AT/ISS.
16.	Coordinates Community Based program and Service Plan workbook for proportionate share funds. <ul style="list-style-type: none"> • Consults with school-based therapist via teams prior to initial IEP meeting, if needed • Routes primary and secondary speech CB students to correct CB therapist using Google maps and Excel forms • Maintains documentation for new students entering CB program, HHB and Ombudsman students • Supervises and evaluates CB therapists

	<ul style="list-style-type: none"> • Attends IEP meetings as needed • Serves as liaison between Special Education Speech/Language program and Preschool/Daycare Directors regarding services to preschool students by CB therapist • Updates/provides accurate procedures to reflect CB program information • Facilitates communication with Preschool Department to ensure consistency and compliance with CB programs
17.	<p>Coordinates between Preschool Supervisor, Speech Program Specialists, and Community Based Teachers, including SCEL (and any future learning center sites).</p> <ul style="list-style-type: none"> • Assists with preschool trainings; provides professional learning • Coordinates with CB Teachers/CB SLPs • Supports preschool therapy • Completes Exit/Entry forms • Conducts summer preschool evaluations
18.	<p>Coordinates HHB and Alternate Programs:</p> <ul style="list-style-type: none"> • Consults with HHB Supervisor • Coordinates HHB/Ombudsman services with school-based therapist • Attends HHB/Ombudsman meetings to initiate services for HHB • Provides continued education in assistive technology to support speech
19.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____