

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Speech-Language Teacher (SLT) Department: Instruction

Date Reviewed: June 2018

Reports To: Building Principal

Purpose of Job

To provide each child with a speech and/or language impairment direct therapeutic intervention that will enable such child to reach the maximum potential in speech and/or language development.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Works cooperatively with members of the multi-disciplinary team under the direct supervision of a certified Speech-Language Pathologist (SLP). An SLP must document weekly at least 10% of direct supervision to the Speech-Language Teacher for total time of speech language services as assigned to the SLT. Indirect supervision will be determined by the SLP based on the skill level of the SLT.

Completes observations of each child for particular strengths and weaknesses using a battery of checklists and narratives adopted for the purpose.

Conducts speech and/or language and/or hearing screenings as required.

Conducts informal articulation and/or language assessments and data collection under the supervision of the certified SLP in order to determine present levels of performance and/or progress on IEP goals.

Formal assessments may be conducted by Speech-Language teachers that are currently enrolled in a Graduate Speech Pathology program that requires diagnostics in their academic preparation.

Implements the individual program under the direction of a certified SLP, for each child using a variety of teaching techniques.

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Works cooperatively with classroom teachers who have exceptional children in regular classes, interpreting the abilities and disabilities of these students to the entire staff, and assisting the student with regular class assignments.

Assesses the child periodically to check progress and to make required changes in program with the direction of the certified SLP.

Conferences with parents regarding the speech/language problems of students.

Undertakes continuing professional study in the education of exceptional children in teaching methods related to this field.

Keeps accurate, up-to-date records pertinent to the program for exceptional children.

Meets and instructs assigned classes in the locations and at the times designated

Plans a program of study in collaboration with the certified SLP that meets the individual needs, interests, and abilities of the students.

Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.

Prepares for classes assigned and shows written evidence of preparation.

Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.

Supports the program of study, using a variety of instructional techniques, instructional media and technology.

Serves as a model for the district's mission, vision and goals.

Assesses the progress of students on a regular basis and provides progress reports as required.

Recognizes potential learning disabilities of students and seeks the assistance of qualified personnel.

Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.

Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.

Assists the administration in implementing all policies and rules governing student life

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and conduct. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.

Attends and participates in staff meetings and serves on staff committees.

Maintains a standard of performance and conduct as required by state, law, local board of education and community expectations.

Supervises pupils at school related functions to include on and off campus activities.

Maintains professional competence through in-service education activities.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

- A BA/BS degree in Speech Communication Disorder, or related field, from an accredited college or university.
- A valid Tennessee Teacher's Certificate with the appropriate endorsement.
- Obtain and maintain a valid Tennessee Health Board License with the appropriate endorsement.
- Successful practicum experience if applicable.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and transportation practices as they pertain to the performance of duties relating to the job of Speech-Language Teacher (SLT). Has general knowledge of Speech-Language Teacher (SLT) practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and

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apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Speech-Language Teacher (SLT). Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Speech-Language Teacher (SLT).

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

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INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency .

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date