

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

**Job Title:** Speech-Language Teacher (SLT)

**Department:** Instruction

**Calendar:** Teacher Calendar (200 days)

**Grade:** Teacher Salary Schedule

**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.
- 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 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.

**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 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.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**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.

**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.

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**Employee's Signature**

**Employee's Munis Number**

**Date**