

HUMBOLDT COUNTY OFFICE OF EDUCATION  
CERTIFICATED JOB DESCRIPTION

SPEECH/LANGUAGE THERAPIST



*Garry T. Eagles, Ph.D.  
Superintendent*

General Description

The Speech/Language Therapist shall report directly to the designated program administrator and assumes responsibility for evaluating students on their speech/language ability and providing ongoing therapeutic intervention. The Speech/Language Therapist is responsible for providing consultation to teachers, administrators and parents and for providing information and staff inservice training as may be necessary to facilitate IEP requirements and various related program needs.

Minimum Qualifications

1. Possess and maintain a valid California credential authorizing service as a Speech/Language Therapist.
2. Demonstrate competence in communicating effectively with children and parents, staff members and representatives of other agencies.
3. Demonstrate knowledge of various school and community resources associated with a broad array of special education services.

Duties and Responsibilities

1. Screens all students referred by school personnel to determine those in need of therapeutic intervention.
2. Provides comprehensive diagnostic workups, writes reports interpreting data, and makes recommendations based upon the results for use in IEP development/modification.
3. Designs, implements, monitors, and reviews as needed appropriate IEP's for students and records pupil progress accurately and timely.
4. Establishes and maintains comprehensive student/program files as required.
5. Provides a positive learning environment that stimulates student learning and maintenance of skills.
6. Supports the policies and programs of the Humboldt County Office of Education and performs assigned duties consistent with school, district or office policies, regulations and procedures.

7. Maintains professional competency by actively engaging in employer directed inservice activities and other similar opportunities provided to staff.
8. Cooperatively engages in the professional evaluation process with supervisor to ensure ongoing professional growth and competence.
9. Effectively communicates with staff, parents and agencies.
10. Attends regular and special staff meetings and actively participates as a member of the educational team.
11. Responds effectively to the input from and coordinates tasks with district/school personnel as required by assignment.
12. Performs other related duties.

Special note regarding the physical demands of teaching: There is some degree of physical ability and exertion required of all teaching positions. Over time, the physical demands of any position are subject to change. Depending upon the particular assignment, teachers could be expected to:

1. Stand, sit and/or move about for sustained periods.
2. Move about in non-traditional instructional environments; i.e., areas of the community.
3. Report to multiple worksites in a given day or during the work week.
4. Communicate effectively in-person and via telephone and other electronic media to individuals and groups of varying sizes.
5. Exercise physical control over students who are acting out and/or offer physical assistance to students who might be themselves physically impaired.
6. Conduct instructional programs within pre-designated break periods and time schedules.
7. Maintain an appropriate personal demeanor during periods of heightened stress created by outside factors not always within the ability of the teacher to control at the time.

The Humboldt County Office of Education is committed to the principles of equal employment opportunity. Consistent with that philosophy is the receptivity to consider requests to modify the traditional modes of delivering instructional services to reasonably accommodate an individual's disabilities as long as the quality of the program offered remains consistent with the standards established by the office.

For further information concerning the specific requirements of any particular assignment, please contact the Personnel Office.

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