

**Montclair Public Schools**  
**Montclair, New Jersey**  
**Personnel Department**

**JOB DESCRIPTION**

**Title:** SPEECH-LANGUAGE /ASSISTIVE TECHNOLOGY SPECIALIST

**Qualifications:** 1. Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement; 2. Demonstrated comprehensive knowledge in the field of speech-language pathology; 3. Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders; 4. Strong interpersonal and communication skills; 5. Knowledgeable about the student; 6. A person knowledgeable in the area of curriculum; 7. knowledgeable in the area of motor abilities; 8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status; 9. Ability to work on site during the hours require; 10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Responsible to:** Director of Pupil Services, Building Principals.

**Job Goal:** To help reduce or eliminate speech and hearing impediments that interfere with the students' ability to derive full benefit from the district's educational program. To Provide diagnostic services for students referred through a systematic referral process for the purpose of assessing assistive technology needs. Select, adapt, and conduct appropriate and compliant evaluations to assess student needs across all domains for the purpose of making recommendations.

**Performance Responsibilities:** 1. Makes assessments, analyses and classifications of students' communication competencies and characteristics. 2. Plans, prepares and delivers treatment programs for children with speech and language deficiencies. 3. Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils. 4. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services. 5. Provides individual and small group intervention sessions with students who have been classified. 6. Conducts classes in language stimulation. 7. Maintains close liaison with the child study team and serves as a case manager as assigned. 8. Keeps those records necessary for each child and completes all required local, state and federal reports. 9. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group in service experiences for staff and parents. 10. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program. 11. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required. 12. Assists in proper referrals of individuals to agencies and specialists in the community. 13. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies. 14. Maintains professional competence through in service education and other professional growth activities. 15. Observes children identified as needing service in classroom settings on an ongoing basis. 16. Collaborate with colleagues and parents to share information and expertise to plan and implement effective student programs for the purpose of developing and implementing assistive technology services. 17. Facilitate peer integration programming for the purpose of facilitating student communication in social settings across environments. 18. Foster the development of augmentative, language-rich environments through the use of low to high technology systems for the purpose of fostering communication across settings. 19. Interpret, integrate, and synthesize evaluative

information to make recommendations for Assistive Technology interventions and services for the purpose of providing access for students. 19. Participate, as needed, in Individualized Education Plans for students who qualify for AT supports for the purpose of developing an appropriate IEP. 20. Provide diagnostic services for students referred through a systematic referral process for the purpose of assessing assistive technology needs. 21. Provide in-service training and consultation to staff and parents on augmentative communication and literacy development for students (reading & writing supports, communication skills for the non-verbal and minimally verbal students) for the purpose of facilitating student use of augmentative communication devices across settings. 22. Select, adapt, and conduct appropriate evaluations to assess communication across all domains for the purpose of making recommendations to augment student communication needs. 23. Utilize and make recommendations for technology and assistive technologies for the purpose of identifying appropriate assistive technologies. 24. Conducts classroom consultations for assistive technology implementation to support least restrictive environments, differentiated instruction, and technology integration. 25. Provides ongoing support to teachers and students regarding software, device, and equipment with guidance on the proper usage. 26. Communicates and provides any updates with the IT department to ensure the software and equipment used on networked computers are adequate and functional. 27. Provides reports and participates in multidisciplinary assessments to In-School team members as required. 28. Installs approved software, determines compatibility, and configures access technology. 29. Attends training in technology, software, assessment, and strategies and provides technical support to the team, students, and parents as necessary. 30. Attends IEP meetings/staffing and reviews the results with the appropriate Team member to ensure they are aware of changes/updates. 31. Attends and participates in meetings as deemed necessary and consistent with the needs of the district. 32. Performs all duties required by administrative code, state and federal laws, and board policy. 33. Other duties as assigned.

**Terms of**

**Employment:** 10-month salary and benefits as determined by the MEA negotiated agreement.

**Evaluation:** Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of certified staff.

**Established:** 2/2024

*The Montclair Public School District encourages people with disabilities, minorities, veterans and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category.*

*EEO/AA/Vet/Disability Employer*