

## JOB DESCRIPTION

April 2017

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### **EARLY INTERVENTION SPECIALIST-SPEECH PATHOLOGIST**

#### **General Purpose:**

An Early Intervention Specialist-Speech Pathologist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Early Intervention Specialist-Speech Pathologist serves as a member of a transdisciplinary team to assess and identify needs, participates in the development of an Individualized Family Service Plan (IFSP), plans and implements home and community intervention activities for children, birth to 36 months, with developmental and low Incidence disabilities, and provides support services to their families.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Collaborates with Individual Family Service Plan (IFSP) and/or Individual Education Plan (IEP) team members in regards to the students' progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required at least three days in advance of IEP.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and record any changes as they occur to ensure accurate IEP scheduling.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Sets up observations, home visits and transition meetings.
- Provides assessments in all required developmental areas and identified areas concern.
- Provides in-depth speech and language evaluation and assessments.
- Provides early intervention services as designated on the IFSP in the home and community settings with emphasis on speech, language and hearing development.
- Provides information for and participates in the development of the IFSP.
- Provides service coordination and collaborates with other team members, districts, families, and other agencies as appropriate.
- Promotes positive public relations and advocates for comprehensive services for infants/toddlers and their families.
- Provides staff development training and modeling for instructional and support staff in current and effective strategies and methodologies for serving infants/toddlers and their families.
- Provides service coordination as designated on the IFSP.
- Provides parent support services.
- Participates in transition plans for students moving to other instructional environments.
- Collaborates with personnel from the student's district of residence and/or outside agencies.
- Implements early intervention services within the following service delivery approaches: transdisciplinary, relationship based, strength based, reflective practices, and family focused.
- Participates in targeted professional growth activities.
- Assures adherence to the due process rights, procedural safeguards and established compliance standards.

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### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

#### **Experience:**

- Professional training and paid or volunteer experience working with individuals with disabilities.

### **Knowledge, Skills and Abilities:**

- Knowledge and understanding of current educational best practices related to infants/toddlers and families.
- Knowledge of early childhood assessment tools and procedures, with in-depth knowledge in Speech and Language tools and procedures.
- Knowledge of typical and atypical child development.
- Knowledge of parent support activities design.
- Knowledge of applicable laws, codes, regulations, policies, and procedures including Early Start and Individuals with Disabilities Education Act (IDEA).

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Credential with an authorization to provide services in Language, Speech and Hearing or be eligible to apply for a Speech-Language Pathology Services Credential.
- Possession of a California State Speech Language Pathologist License is preferred.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

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- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based upon education and experience

Reviewed and Approved:

Supervisor: 

Date: 4-11-17

Human Resources: 

Date: 4/10/17