

**SAN MATEO COUNTY OFFICE OF EDUCATION
SPEECH AND LANGUAGE PATHOLOGIST (AT/AAC)**

JOB SUMMARY

Under the direction of an assigned administrator, the speech and language pathologist will conduct assessments, provide recommendations, organize and implement Assistive Technology (AT)/Augmentative and Alternative Communication (AAC) services for children and young adults with disabilities.

ESSENTIAL DUTIES:

- Process student referrals and complete the assessment process to identify students with communicative and speech disorders through screening and testing;
- Make recommendations and implement a specialized speech and language program to students with severe orthopedic and/or communication needs;
- Prepare, monitor and document progress on the goals and objectives for students receiving AT/AAC services;
- Provide instruction and services to students in an individualized and/or group setting;
- Maintain a collaborative working relationship and consult with school staff, families, administration and outside agencies;
- Evaluate and recommend appropriate assistive technology, AT/AAC systems and/or computers, hardware, peripherals and/or specialized software;
- Research and organize information necessary for the purchase of recommended assistive technology;
- Write and monitor MediCal grants for software and hardware for the AT resource center;
- Monitor and track AT equipment on loan to staff and schools;
- Prepare written requests for the purchase of specialized equipment, materials and supplies recommended by the IEP team including requests to be submitted to the SMCOE SELPA for the purchases using Low Incidence Funds;
- Prepare Present Levels of Performance, Annual Goals and Short-Term Objectives for review at IEP team meetings and attend IEP meetings as necessary;
- Train and monitor staff and students in the skills necessary to utilize recommended assistive technology;
- Perform related duties as assigned.

KNOWLEDGE OF:

- Knowledge of speech and communicative disorders in order to identify student eligibility and required services;
- Current medical terminology, equipment and techniques;
- Knowledge of child development including speech and language;
- Speech and language principles, practices, methods and strategies;
- Knowledge of reliable sources and suppliers of AT/AAC equipment and software;
- Professional and ethical standards and practices;
- IEP procedures and requirements;
- Oral and written communication skills;
- Current office practices, procedures, and equipment.

SKILLS AND ABILITY TO:

- Perform technical duties related to assigned position;
- Analyze situations accurately and adopt an effective course of action during routine and emergency situations;
- Train and provide appropriate information to parents, students and staff;
- Prepare and deliver oral presentations regarding speech and language services;
- Maintain records and prepare comprehensive reports according to established County Office rules, regulations and mandates;
- Read interpret, apply and explain rules, regulations, policies and procedures;
- Communicate effectively both orally and in writing;

- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Multi-task and establish priorities in a fast paced work environment;
- Analyze situations accurately and adopt an effective course of action;
- Provide consultation and technical expertise concerning student programs and services;
- Meet schedules and time lines;
- Work independently with little direction.

WORKING CONDITIONS:

Environment:

Indoor work environment

Physical Demands of the Job:

Use and manipulate a computer keyboard and other office equipment;

Read a variety of materials;

Sit and stand for extended periods of time.