



## **SPEECH AND LANGUAGE FACILITATOR: PRESCHOOL ASSESSMENT TEAM**

### **DIRECTLY RESPONSIBLE TO**

Coordinator - Early Childhood Education

### **PRIMARY FUNCTION**

- Support the preschool program to organize and support preschool programs and Speech and Language Pathologists (SLP).
- Support the Preschool Assessment Team process.
- Design professional learning.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serve as a primary resource for preschool speech/language programs.
- Provide support for the Preschool Assessment Team process and procedures.
- Develop and make recommendations regarding policies and procedures for preschool speech/language programs.
- Work collaboratively and/or independently to plan, design, and facilitate professional learning, which includes integrating technology and other support/resource materials.
- Coordinate and support compliance with special education procedures and guidelines.
- Act as Local Education Agency (LEA) representative at Part C Transition Planning Conferences (TPC).
- Act as Administrative Designee for preschool Individualized Education Plan (IEP) meetings.
- Attend staff meetings, trainings, conferences, and perform related activities as required or assigned.
- Provide support for preschool SLPs, including Clinical Fellowship Year supervision.
- Design, provide, and participate in in-service training to early childhood general and special education staff regarding development of young children's speech and language development, referral procedures, assessment, and services.
- Use technology proficiently to maintain online records and systems (e.g., Special Education Information System (SEIS), Filemaker, Excel, Google Suite, etc.).
- Represent the district with community agencies.
- Other essential job-related work as assigned.
- Work hours are consistent with normal District office hours up to an eight-hour day.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Knowledge of subject matter as evidenced by a Masters in Speech/Language Pathology.
- Special education laws, regulations, and procedures.
- Strong interpersonal skills and ability to work collaboratively with administrators as well as certificated and classified staff.



- Knowledge of state-adopted early childhood standards and current evidence-based and developmentally appropriate practices.
- Experience in analyzing student data and work to determine appropriate interventions, supports, and extensions.
- Minimum of three years successful experience as a Speech and Language Pathologist.
- Early childhood experience preferred.

#### **ABILITY TO:**

- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate using strong oral and written communications skills.
- Demonstrate enthusiasm and interpersonal skills to relate well with preschool students, parents, staff, administration, and the community.
- Share ideas, information, and work collaboratively on a team.
- Maintain confidentiality and use discretion.
- Work with a diversity of individuals and/or groups.
- Maintain cooperative working relationships with parents, staff, outside agencies, and other school personnel.
- Maintain effective and timely written and oral communications with parents, staff, other school personnel, and contracted agencies.
- Consult with District staff to coordinate, plan, and deliver additional training for preschool staff.
- Use technology proficiently to maintain online records and systems (e.g., SEIS, Filemaker, Excel, google sheets, google docs).
- Maintain confidentiality and use discretion.
- Model trust and effective listening skills.
- Demonstrate consideration, respect, and interest in individual children and their families.
- Consider a variety of perspectives and potential impact when making decisions.
- Use child-centered decision-making.
- Respond to change in a positive and effective manner.
- Thoughtfully intervene in situations of conflict.
- Utilize effective time management skills.

#### **WORKING CONDITIONS**

##### **ENVIRONMENT:**

- Inside and outside work environment.

##### **PHYSICAL ABILITIES:**

- Stamina and agility to stand, walk, run, sit, kneel, squat, crouch, and bend.
- Mobility sufficient to visit any location throughout the campus and district.
- Strength to regularly lift, move, and/or carry up to 25 lbs.
- Reach overhead, above the shoulders, and horizontally.
- Dexterity of hand and fingers to grasp instructional materials and operate office equipment.



- Visual acuity to read text in a wide variety of typed/written formats and to visually supervise students during activities.
- Hearing sufficient to understand and engage in conversation within normal speech ranges.
- Clarity of speech sufficient to explain instructional concepts to children and to discuss them with adults.

## **JOB REQUIREMENTS**

- Speech-Language Pathology Services Credential issued by the California Commission on Teacher Credentialing.
- Current CPR and First Aid.
- Minimum 2 years' experience in an early childhood setting.
- Inclusion experience desirable.
- Bilingual in English/Spanish or English/Arabic highly desirable.
- Knowledge of child development, child psychology, and developmentally appropriate behavior strategies.
- Knowledge of developmentally appropriate practice.
- Valid Driver's License and the means to efficiently travel to various school sites during the work day.

## **SALARY PLACEMENT**

In accordance with the Certificated Student Service Provider's Salary Schedule (Speech-Language Pathologist).