

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Augmentative and Alternative Communication Specialist	CLASSIFICATION:	Certificated Non-Management (SCTA)
SERIES:	none	FLSA:	Exempt
JOB CLASS CODE:	9916	WORK YEAR:	181 Days
DEPARTMENT:	Special Education	SALARY:	Special Education Teachers Salary Schedule
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	5-1-2025
		HR APPROVAL:	4-22-2025
		CABINET APPROVAL:	4-22-2025

BASIC FUNCTION:

Under the direction of assigned Special Education Administrator, the AAC Specialist will coordinate activities related to the provision of augmentative and alternative communication (AAC) solutions to support identified students access to functional communication (Special Education, 504, and Universal Design for Learning). Complete assessments and collaborate to, review available options, procure and install devices, software and supplies; program, modify, and complete minor repairs of equipment as needed; provide support to students with AAC devices; in collaboration with site teams promote student access and achievement through on-going training and collaboration.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Administer, interpret, and provide written reports on assessments (standardized/criterion-referenced) and use the results of the assessments to advise, collaborate, and assist site teams with the development of AAC solutions and supports. **E**

Identify and facilitate AAC solutions and supports to students with divergent communication needs. Solutions and supports may include devices, software, peripherals, universal design for learning, and accommodations or modifications that supports student access to curriculum. **E**

Provide a range of services which will include direct instruction, consultation, mentoring, coaching, monitoring, and/or technical support services as identified by assessed student need. **E**

Order and manage necessary devices and software/applications.

Provide professional development to site teams on how to implement the use of AAC interventions within the student's school environment. **E**

Provide technical support as needed to site teams on how to troubleshoot, use, and utilize AAC interventions. **E**

Attend meetings as needed to support student acquisition of functional communication. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Prepare and maintain required records and reports related to the assignment. These records and reports would include but not be limited to those required by district, state, and federal guidelines and regulations. **E**

Enter information and data onto various district platforms. **E**

Participate in and record job related time accounting as applicable onto district platform. **E**

Attend staff meetings; participate in related workshops, seminars, and conference. **E**

Perform related duties as assigned.

EDUCATION, AND EXPERIENCE:

Required:

Master's degree within the field of Speech Language Pathology (Communication Sciences Disorders). A minimum of 2 years of experience working in special education setting providing AAC services that provide access to functional communication. Experience working with students with intricate communication needs that warrant the use of augmentative and alternative communication.

Preferred but not required:

Sacramento City Unified School District (SCUSD) experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Required:

- Hold a current Speech-Language Pathology Services Credential or Valid Clinical or Rehabilitative Services Credential issued by the California Commission on Teacher Credentialing.
- Speech-Language Pathology & Audiology license with the State of California.

Preferred but not required:

- Valid RESNA Rehabilitation Engineering and Assistive Technology Society of North America granted Assistive Technology Professional (ATP) certification.
- American Board of Augmentative and Alternative Communication (AB-AAC) board certified specialist (BCS-AAC).
- Degree program in AAC from an accredited college or university.
- American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence (CCC)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- IDEA and applicable California Education Code as it relates to providing assistive technology services (which includes augmentative and alternative communication- ACC) to students.
- Evidence/research- based and defensible assessment practices for AAC.
- Wide range of evidence/research-based technology interventions and supports to match assessed student need for functional communication.
- Language and communication standards for students PK-22.
- Instructional planning for integration of AAC into a classroom setting.
- Accommodations/modifications for the classroom environment.

ABILITY TO:

- Work collaboratively with students, parents, educators, administrators, and agency representatives
- Ability to feature match assessed student needs with AAC solutions.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Use strategies for resolving differences that may arise as part of the implementation of services
- Collaboratively assess student needs and develop viable plans and alternatives
- Plan, prepare and conduct individual and group training and/or consultation sessions
- Interpret, apply and explain rules, regulations, policies and procedures
- Train and provide technical support and guidance to assigned staff
- Prepare and deliver oral presentations
- Complete work with many interruptions
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction
- Meet schedules and time lines
- Maintain confidentiality of sensitive and privileged information
- Maintain records and prepare various reports
- Establish and maintain cooperative and effective working relationships with others
- Operate a variety of office equipment including a computer and assigned software
- Maintain consistent, punctual and regular attendance
- Sit or stand for extended periods of time
- Operate a computer keyboard
- Use interpersonal skills such tact, patience and courtesy

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

School site, office environment, or business locations.

SAMPLE PHYSICAL ABILITIES:

Make presentations, and exchange information in person and on the telephone; operate a computer keyboard and computer monitor; read and prepare documents and reports; lift light objects.

SAMPLE HAZARDS: May risk exposure to communicable diseases.