

**CLASS SPECIFICATIONS FOR THE
HEAD TEACHER, LANGUAGE, SPEECH AND HEARING SPECIALIST**

DEFINITION

Assist the Supervisor, Designated Instruction and Services, in planning, carrying out and evaluating the Language, Speech and Hearing Program.

QUALIFICATIONS

Credential: Possession of a valid California teaching credential authorizing service as a Language, Speech and Hearing Specialist. Possession of a master's degree and the Certificate of Clinical Competence issued in Speech-Language Pathology or Audiology by the American Speech-Language-Hearing Association are desired.

and

Experience: A minimum of three years experience as a Language, Speech and Hearing Specialist.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Assists the Supervisor, Designated Instruction and Services, in planning and implementing the Language, Speech and Hearing Program throughout the district.
- ___ 2. Assists in the development and organization of curriculum, policies and procedures for the Language, Speech and Hearing Program.
- ___ 3. Assists in the development of schedules.
- ___ 4. Assists in making Language, Speech and Hearing Specialist assignments.
- ___ 5. Conducts meetings, as needed, with Language, Speech and Hearing Specialist staff.
- ___ 6. Works cooperatively with the Language, Speech and Hearing Specialists to achieve effective planning and implementation of the Language, Speech and Hearing Program.
- ___ 7. Aids Language, Speech and Hearing Specialists in the effective use of instructional media and materials.
- ___ 8. Executes and prepares such forms, records and reports as may be assigned for effective management of the Language, Speech and Hearing Program.
- ___ 9. Assists in monitoring and evaluating the Language, Speech and Hearing Program.
- ___ 10. Conducts orientation inservice for all new Language, Speech and Hearing Specialists employed in the district.
- ___ 11. Approves Individualized Education Programs for pupils continuing in program.
- ___ 12. Reviews written reports of Language, Speech and Hearing Specialists.

WORK SCHEDULE AND SALARY

The Language, Speech and Hearing Specialist Head Teacher is placed on the teachers' salary schedule according to his/her experience and training, and is paid at his/her per diem rate for 10 extra days of service annually.