



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 1/13/2025

Specialist, Speech Language

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Speech Language Specialist is responsible for the oversight and management of speech-language, under the supervision of the Special Education Supervisor for Related Services.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Coordinates the work of Speech-Language Pathologists (SLPs) in planning and coordination of the orientation of new SLPs; coordinates assignments of SLPs to schools and as mentors, clinical fellowship supervisors and field work educators; coordinates ordering and distribution of materials for SLPs for implementation of IEPs
- Plans, coordinates, and implements staff development for school-based staff; assists Related Services providers in measuring and reporting the effectiveness of their work
- Provides leadership to ensure fidelity in best practices for speech-language through monitoring of student outcomes
- Consults with staff and school-based administrators regarding specific situations and assists in problem-solving; works collaboratively with other areas of Student Services
- Supports IEP teams and school-based administrators in specific situations regarding IEP development and implementation; prepares reports, attends meetings, and serves on committees as requested by the Director of Special Education, Assistant Director of Special Education, and Special Education Supervisor for Related Services
- Fosters professional growth and building of staff morale, keeps abreast of current research, participates in professional organizations, and keeps staff informed of state and national issues and trends related to discipline specific areas

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Master's Degree

Experience

At least five (5) years of experience working in developing speech and language skills

Licenses and Certifications

Holds or is eligible for a license issued by the Board of Audiology and Speech-Language Pathology; Virginia Postgraduate Professional License with an endorsement in one or more areas of Special Education and Supervision PreK-12

Knowledge, Skills and Abilities

- Strong skills in effective use of data and computer application skills
- Excellent organizational, management and leadership skills
- Proven professional/leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community agencies
- Excellent written and oral communication skills; proven ability to deliver professional presentations

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.