AUGMENTATIVE ALTERNATIVE COMMUNICATION SPECIALIST

General Purpose:
An Augmentative Alternative Communication Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). An AAC Specialist works as part of an interdisciplinary team within the Placer County Office of Education (PCOE) Assistive Technology (AT) Program. Assisting in providing professional development, mentoring and coaching to educators and their supporting teams within the County, Districts, Region/State. The purpose is to assist educational teams in identifying alternative methods of communication or assistive technologies for their students who could benefit by providing assessment and recommendations for tools and implementation strategies. An AAC Specialist provide direct assessment and funding support for more complex students throughout Placer County.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:
- Provides staff development/training activities related to AAC or AT across Placer County LEAs, the region and the state.
- Ongoing development of scope and curriculum, training content, and innovative materials and resources to support the Building Tiered Supports for AAC or Accessible Curriculum for All models.
- Participates in outreach and dissemination at regional, state and national conferences.
- Supports administrators in systems to support AAC or AT best practices.
- Provides training, technical assistance, and consultation regarding individual student’s AAC or AT needs for referring Individualized Education Program (IEP) Team members, including speech and language pathologists, teachers, psychologists, therapist, and parent/guardians.
- Develops and maintains positive working relationships with referring IEP Team members, including speech and language pathologists, teachers, psychologists, therapists, and parents/guardians.
- Works cooperatively with personnel from the student’s district of residence and/or outside agencies providing services to the student and family.
- Provides coaching and mentoring to speech-language pathologists enrolled in or having completed Tier 2 (AAC Implementation) and Tier 3 (AAC Specialist) training to support their skill development in completing assessments, implementation planning, service delivery, and funding.
- Uses appropriate data gathering procedures and strategies to conduct a needs-based assessment utilizing a team approach and based on the student’s customary environments or settings.
- Determines AAC or AT needs as part of a comprehensive assessment, which addresses all areas related to the student’s disability and based on the student’s strengths, tasks, and expectations.
- Prepares written reports as required.
- Oversees application/approval of funding for speech generating devices (e.g., low incidence, California Children’s Services (CCS), MediCal, and private insurance).
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records and changes as they occur to ensure accurate IEP scheduling.
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- Maintains program, equipment and student data in accordance with established AT Program procedures.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Complies with the rules and regulations set forth in Federal and State special education laws and regulations.
- Provides training, direction and supervision for assigned ancillary staff.
- Implements procedures and policies of PCOE and of the local school district(s) as assigned.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- Master’s Degree is Speech and Language Pathology.
- Advanced training in AAC is required.

Experience:
- Minimum of two years working in a setting directly related to augmentative alternative communication and/or assistive technology.

Knowledge, Skills and Abilities:
- Knowledge of the general purposes and applications of AAC or AT systems.
- Knowledge about, and skills in, evaluating children's cognitive, linguistic and symbolic skills as they relate to AAC use.
- Knowledge of various aspects of aided and unaided AAC systems.
- Knowledge about the broad array of switches, alternative access methods, and corresponding skills necessary to use them to access AAC or AT devices.
- Knowledge about perceptual skills that are necessary to access different AAC systems.
- Knowledge of how seating and positioning influences access to AAC or AT systems and the ability to collaborate with other professionals to optimize seating and positioning for use.
- Knowledge of methods used to customize AAC or AT systems.
- Knowledge of funding and referral sources.
- Knowledge of laws/regulations regarding individual’s rights to access AAC and other forms of assistive technology.
- Knowledge of subject area and current research based instructional methodologies, technology and techniques associated with students having communication delays and disabilities.
- Skills to prepare and give training and presentations to various audiences.
- Skills with computers, including a broad range of assistive technology resources.
- Skills in administration, analysis, and interpretation of a wide range of assessment measures, including functional communication assessments as it relate to AAC or AT needs.
- Ability to complete AAC or AT assessments.
- Ability to provide training, direction, and consultation regarding AAC or AT needs.
• Ability to support students in a wide variety of levels and age ranges.
• Ability to work effectively with parents, community, and education colleagues in and outside the program.
• Ability to function as a positive, contributing member of an educational team.

Required Testing:
• Applicants may be tested.

Certificates & Licenses:
• Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.
• Must possess a valid California Credential with an authorization to provide services in Languages, Speech and Hearing or be eligible to apply for a Speech-Language Pathology Services Credential.
• Must possess a California State License as a Speech-Language Pathologist.
• An American Speech and Hearing Association (ASHA) Certificate of Clinical Competency in Speech and Language Pathology is required.
• Advanced coursework or specialized training in Assistive Technology, or ATP certification preferred.

Clearances:
• Criminal Justice Fingerprint Clearance
• TB Clearance

Work Environment:
• Work is performed in an office or school environment, continuous contract with staff, and representatives of other agencies.

Physical Requirements:
• The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
• Manual dexterity to operate a telephone and enter data into a computer.
• Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
• Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
• Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
• Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
• When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
• When applicable, facility to drive an automobile or to arrange a consistent method of transportation.
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Certificated

**Salary Grade:** Placement based on education and experience

Reviewed and Approved:

Supervisor: ______________________________ Date: 5/5/21

Human Resources: ____________________________ Date: 5/3/2021