

## VACAVILLE UNIFIED SCHOOL DISTRICT

**SUBJECT: Augmentative and Alternative Communication  
Specialist Coordinator, Special Education  
Job Description**

**CLASSIFICATION: Administration**

### *DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY*

Under the direction and supervision of the Director of Special Education. As part of an interdisciplinary team, the Augmentative and Alternative Communication (AAC) Specialist Coordinator will assess and assist in the development of intervention plans for students whose impairments preclude their use of natural speech and/or writing as a primary means of communication, as well as their communication partners and the various environments in which communication occurs. The AAC specialist will provide consultation, education and in-services, as needed, to the IEP Team to implement communication strategies to support the student's access to their educational curriculum. They will assist in the selection, ordering and trial of AAC devices. They will directly supervise special education staff as assigned. Coordinates the staff development activities for special education staff related to AAC strategies.

### *ESSENTIAL JOB FUNCTIONS*

Accepts and reviews referrals in accordance with established AAC Program procedures.  
Determines AAC needs as part of a comprehensive assessment, which addresses all areas related to the student's disability and are based on the student's strengths, tasks and expectations.  
Reports and interprets findings in oral and written form.  
Conducts trials with tools/devices to determine most appropriate tools for the student.  
Designs and/or adapts appropriate augmentative communication systems or programs to help students successfully access learning and make progress in the educational environment.  
Provides direct support including training, direction and consultation regarding individual student's AAC needs for IEP Team.  
Catalogs, maintains and store equipment.  
Consults with parents, teacher and others to provide information and support relative to the identification, access and use of augmentative communications systems, including curriculum and classroom modifications.  
Keeps accurate and up-to-date records: assessments, reports, progress reports, IEPs, schedules, registers or logs, and others that may be administratively required.  
Attends IEP and Student Study Team meetings, as needed.  
Assists with troubleshooting and problem solving relative to augmentative communication tools.  
Complies with the rules and regulations set forth in Federal and State special education laws and regulations.

### *ADDITIONAL JOB FUNCTIONS*

Assists the Director of Special Education in fulfilling the curriculum, staffing, and supervision needs of the department related to speech and language services.  
Coordinates the recruitment and assignment of speech and language therapists.  
Directly supervises and evaluates assigned special education staff.  
Attends SELPA Special Education Council (SEC) and related task force meetings as assigned.  
Ensures compliance of State and Federal mandates.

### *EXPERIENCE AND EDUCATION*

Education:

A Master's degree in Speech and Language Pathology is required, including specialized training in Augmentative Alternative Communication.

Experience:

Classroom and clinical experience as required for credential and minimum of two years working in a setting directly related to augmentative alternative communications and/or assistive technology

Certificates and Licenses:

- Must possess a valid California driver's license.
- Must possess a valid California Credential with an authorization to provide service in Speech/Language Pathology.
- Must possess a California State License as a Speech-Language Pathologist.
- Must possess or be eligible for a California Administrative Credential.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that a person holding this position must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential job duties.

Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.

Sufficient hearing to hear conversations in person and on the telephone, and hear sounds clearly up to 20 feet.

Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.

Ability to exert up to 40 pounds of force to lift, carry, push, pull, or otherwise move objects.

This type of work requires occasional or frequent standing, walking, sitting, bending, and reaching for extended periods of time.

Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical equipment, and move about the work area.