



Title:	EC Speech-Language Facilitator
Reports to:	Executive Director of EC
Terms of employment:	10 Months - Instructional Days Only
Salary:	NC State Salary Schedule
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

The Speech-Language Facilitator provides essential, in-person support to students participating in virtual speech-language sessions, evaluations and screenings. This role involves coordinating logistics for virtual sessions, setting up the environment where students will participate in the virtual session, and ensuring student supervision and support throughout the process. The speech-language facilitator plays a critical role in assisting the virtual speech-language provider by managing materials, technology, and student needs in a confidential and professional manner.

Qualifications and Licensure

- High School Diploma or equivalent at a minimum; Associates degree or higher preferred
- Prior experience in a school setting or working with students is preferred
- Most hold a current NC Driver’s License.
- Basic understanding of technology and ability to use a device to navigate Google Meet or other online meeting platform
- Effective communication and interpersonal skills
- Strong organizational skills and attention to detail
- Demonstrated ability to maintain confidentiality
- Ability to work independently and follow a provided schedule with flexibility
- Must complete required district level training for test proctoring and confidentiality before serving in this role.

Duties and Responsibilities

- Ability to follow the schedule provided by the Exceptional Children’s Department.
- Sets up the environment with the required technology (laptops, camera, microphones, headsets) and other items needed in order to facilitate student speech-language sessions.
- Escort students from their classrooms to the testing location and back.
- Supervise and monitor students during virtual speech-language sessions.
- Ensure the student remains focused and on task throughout the session.
- Assist with basic behavioral redirection or emotional regulation support, as appropriate, while maintaining the integrity of the session.
- Maintain accurate documentation of student attendance, session start/end times, and any technical or behavioral interruptions.
- Support the student in navigating the virtual platform if needed.
- Pack up, manage, and return materials and resources appropriately.
- Maintain confidentiality regarding student information.

- Communicate any concerns or irregularities during session to the virtual speech-language provider and inform the school principal, and EC Department.
- Performs all other duties as assigned by the supervisor.

Physical Requirements (if applicable)

- This work requires the occasional exertion of up to 15 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data.
- Must be physically able to move between schools, classrooms, and testing areas multiple times a day.

Special Requirements (if applicable)

- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.
- Requires flexibility in scheduling; hours may vary based on psychologist availability and student needs.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.