

**POSITION:** Speech/Language Pathologist

**REPORTS TO:**

**JOB GOAL:** To improve the academic, developmental, and functional performance of students enrolled in the local school system through diagnostic assessment of student needs; prescriptive intervention; and progress monitoring.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel

**TERM OF EMPLOYMENT:**

**QUALIFICATIONS:**

- M.Ed. or higher
- May enter with S5 Certification in Speech and Language Pathology

**DUTIES AND RESPONSIBILITIES:**

- Exhibits a professional attitude and demeanor at all time in dealing with the board of education, school administration, other employees, parents, students, and the public
- Demonstrates knowledge and proficiency in the use of computer applications as applicable to job responsibilities
- Demonstrates appropriate verbal and written communication skills
- Complies with local, state, and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements
- Maintains confidentiality of sensitive information and material
- Follows system chain of command
- Maintains and improves knowledge and skills to promote proficiency in the operations of the system
- Participates in professional organizations and professional development as deemed necessary by the Special Education Director
- Shows initiative and assumes responsibility for all aspects of position; performs routine duties and tasks with little or no direct supervision required

- Exhibits time on task, and a flexible, cooperative, and progressive attitude
- Monitors compliance with policies and laws relating to area of responsibility
- Checks for essential preliminary referral information on students to be evaluated
- Adheres to local procedures for processing evaluation referrals
- Participates in conducting individualized, comprehensive evaluations for the purpose of identifying students with speech and/or language disorders
- Refers students for medical or other professional attention necessary for the habilitation of speech or language impairments
- Provides counseling and guidance of parents, children, and teachers regarding speech and language impairments
- Follows approved therapy guidelines as established by the state, the district, and the school
- Prepares written evaluation reports in a timely manner that follow state and federal guidelines
- Communicates assessment results and/or recommendations to appropriate personnel
- Assists with data collection for local, state, and federal reporting
- Keeps accurate records and documents
- Participates in meetings to review assessment data and make decisions regarding the appropriate action to be taken
- Consults and collaborates with school personnel, parents, and other committee members
- Conducts classroom observation and provides feedback for instructional improvement and support
- Serves as a team member or a consultant to those implementing intervention strategies in the RtI process
- Evaluates goals and modifies Individualized Educational Plans when necessary
- Develops and executes appropriate therapy strategies to guide therapy progress to accomplish long-range goals
- Recognizes the relationship of the speech therapy program with other disciplines and appropriately reinforces during therapy

- Plans for and participates in professional improvement activities and takes advantage of courses, readings, in-service training, and conferences in his/her area of specialization and competency.
- Identify potential speech and language problems through screening process established by the district
- Provide diagnostic evaluations for students selected from screening or referrals, including: receptive language, expressive language, articulation, voice, fluency, auditory perceptual skills and hearing
- Utilize diagnostic evaluation results in preparing an individual educational plan for remediation of the speech and/or language problems
- Assesses student progress at the end of each session and uses this information for future therapy planning
- Implements short and long-term goals of the individual educational program by use of appropriate therapeutic approaches
- Provides diagnostic, remedial and consultative services for students with receptive/expressive communicative disorders
- Participates as a member of the special services and academic multidisciplinary teams
- Recognizes the importance of regular attendance to the speech and language programs and that consistent absenteeism will impair the continuity of that program
- Keeps in confidence information that has been obtained in the course of professional service with respect to students, parents, and other staff members, unless disclosure serves professional purposes or is required by law
- Assists in upholding and enforcing school rules, administrative regulations, and board policies
- Performs other duties as assigned

**SIGNATURE:**

**I have read this job description and accept it.**

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