



JOB DESCRIPTION

POSITION TITLE: Speech Language Pathologist	
REPORTS TO: Director of Student Services	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 190 Days (less furloughs)
JOB GOAL: Conducts comprehensive evaluations, plans and implements individualized instruction for students who exhibit speech and/or language disabilities.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Valid Georgia Teaching Certificate in Speech/Language Pathology as required by Georgia Professional Standards Commission
3. Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to employ a variety of instructional strategies that connect the curriculum to the learners. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the public and colleagues and exhibits the fundamentals of good public/customer service.
3. Develops and implements appropriate instructional activities to increase student achievement.
4. Acts in a professional manner and assumes responsibility for the total school program and safety of students.
5. Provides instruction at an appropriate instructional level with content development and building for transfer for students assigned.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Incorporates the use of technology into instruction in an appropriate manner.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Assures security and accountability for classroom equipment and supplies.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Assesses and encourages student progress by promoting engagement, monitoring student progress, responding to adequate and inadequate performances and showing support of students in an appropriate manner.
14. Assists all students in achieving goals and standards and establishes high expectations for performance.
15. Develops, implements and maintains individual educational plans (IEPs) for students assigned.
16. Facilitates home-school communication by holding conferences, calling, and sending written communications.

17. Checks for essential preliminary referral information on students to be evaluated.
18. Adheres to local, state, and federal procedures for processing evaluation referrals.
19. Conducts individualized comprehensive speech/language evaluations.
20. Takes a leadership role in meetings where evaluation data is shared with school staff and parents.
21. Takes a leadership role in the development of the speech/language eligibility report.
22. Takes a leadership role in preparing the individual education plan (IEP).
23. Works collaboratively with general educators and administrators in developing a speech schedule.
24. Builds and maintains student files that meet local, state, and federal requirements.
25. Adheres to local, state, and federal timelines.
26. Serves as a consultant to Student Support Team and others in matters pertaining to speech.
27. Maintains a pattern of prompt and regular attendance.
27. Follows chain of command.
28. Performs all other duties as assigned.

Board Approved: 6-08-15

Speech Language Pathologist