

Name: _____

Date: _____

Adopted: 2/25/2002

Revised: 3/26/2012

Colquitt County School System Job Description and Evaluation Instrument

Site: School
Position Title: Speech Pathologist
Reports To: Principal, Director of Special Education

Primary Function:

Conducts comprehensive evaluations, plans and implements individualized instruction for students who exhibit speech and/or language disabilities.

Requirements:

- Educational Level: Masters Degree.
- Certification/Licensing: Valid GA Teacher’s Certificate. May enter with S-4 but S-5 must be earned within 3 years.
- 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, deal with multiple tasks, computer competence, organizational, interpersonal, student assessment, test interpretation and analysis skills.
- Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

Essential Duties: When used as an evaluation instrument the evaluator is to mark each item by circling S for tasks in which the employee meets or exceeds expectations and NI for tasks in which the employee has not met expectations. The primary reason for this evaluation is to promote growth of the employee necessary to fulfill these expectations.

	SCORE	
1. Maintains a pattern of prompt and regular attendance. Number of annual absences to date:	S	NI
2. Demonstrates knowledge and proficiency in the use of internet and email as applicable to job responsibilities.	S	NI
3. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.	S	NI
4. Demonstrates appropriate verbal and written communication skills.	S	NI
5. 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.	S	NI
6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.	S	NI
7. Maintains confidentiality of sensitive information and material.	S	NI
8. Maintains a professional appearance as appropriate for job responsibilities.	S	NI
9. Participates in professional organizations and staff development activities, shares information with others and applies what is learned to the classroom; accepts new challenges in a professional manner.	S	NI
10. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.	S	NI
11. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.	S	NI
12. Adheres to the chain of command.	S	NI
13. Adheres to Cultural Diversity Guidelines.	S	NI
14. Provides instruction at an appropriate instructional level with content development and building for transfer for students assigned to the teacher.	S	NI
15. 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.	S	NI
16. Manages the learning environment by using time efficiently, maintaining an effective physical setting for instruction and maintaining appropriate student behavior in the classroom.	S	NI
17. Completes reports, documentation, duties and other assignments in a prompt and professional manner.	S	NI

	SCORE	
18. Demonstrates professional practices in teaching.	S	NI
19. Acts in a professional manner and assumes responsibility for the total school program, the safety of students and good operating order.	S	NI
20. Incorporates the use of technology into instruction in an appropriate manner.	S	NI
21. Facilitates home-school communication by such means as holding conferences, telephoning, and sending written communications.	S	NI
22. Checks for essential preliminary referral information on students to be evaluated.	S	NI
23. Adheres to local procedures for processing evaluation referrals.	S	NI
24. Conducts individualized comprehensive speech/language evaluations.	S	NI
25. Takes a leadership role in meetings where evaluation data is shared with school staff and parents.	S	NI
26. Takes a leadership role in the development of the speech/language eligibility document.	S	NI
27. Takes a leadership role in preparing the individual education plan (IEP).	S	NI
28. Works collaboratively with general educators and administrators in developing a speech schedule.	S	NI
29. Builds and maintains student files that meet local, state, and federal requirements.	S	NI
30. Serves as a consultant to Student Support Team and others in matters pertaining to speech.	S	NI
31. Works with other speech pathologists to establish and meet program goals.	S	NI
32. Accepts constructive criticism and follows up on administrative actions for improving performance.	S	NI
33. Demonstrates loyalty to the school, school system and administrators.	S	NI
34. Enhances the climate of the building and the morale of colleagues.	S	NI
35. Participates in extracurricular activities and/or serves on designated committees.	S	NI
36. Performs other duties as assigned by the principal.	S	NI
37. Adheres to local, state, and federal timelines.	S	NI

Overall Evaluation Score: Satisfactory Unsatisfactory

SIGNATURES: *Employee's signature only acknowledges receipt of the completed evaluation, not necessarily concurrence with its content. Written comments and/or explanations may be attached, if desired, by the employee or evaluator. Please initial if comments are attached.*

Employee: _____ Date: _____ Comments Attached: _____

Evaluator: _____ Date: _____ Comments Attached: _____