

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Speech-Language Pathologist

FLSA: Exempt

GENERAL SUMMARY

Under general supervision, assists in ensuring that the district **Vision, Mission** and **Goals** are achieved and delivers “corrective and supportive services as are required to assist a child with a disability to benefit from special education...” [IDEA, Section 300.24(a)]. Develops and/or implements therapy plans, procedures, and assesses student progress. Speech-Language Pathologist (SLP) reports to the Director of Special Services.

ESSENTIAL FUNCTIONS

With guidance and support from the Related Services Coordinator:

Observes, screens, provides comprehensive evaluations, develops therapy plans, and provides documentation for students referred for speech-language services;

Serves as case manager for all students referred for and found to be eligible for special education only in the area of speech/language impaired;

Conducts a comprehensive evaluation and documents findings in report form; develops and maintains Individualized Education Program (IEP); schedules and presides over all IEP meetings for which responsible/case manager; submits and uploads all required due process paperwork to the BCSD District Office Due Process Records;

Attends and participates in multidisciplinary team meetings for students for whom SLP is not case manager; offers input regarding and interpretation of speech/language evaluation results and eligibility and placement recommendations; provides pertinent speech/language information to case manager for IEPs;

Develops and/or implements therapy plans and assesses student progress;

Maintains current documentation of items held within the school;

Documents delivery of services to for all students;

Obtains and submits all required Medicaid paperwork;

Collects and summarizes data to document student performance (per schedule of services and per grading/progress monitoring period);

Demonstrates skills to deliver a continuum of services including indirect, consultative, direct, individual and group therapy;

Works collaboratively with the classroom teacher to incorporate therapeutic activities into the natural setting that will enhance and maintain the effects of therapy goals throughout the school day;

Provides classroom and school-wide consultation to teachers and administrators in response to individual student needs;

Abides by safety regulations, assurances, and acceptable technology use practices as identified by the district;

Provides training to school staff regarding the scope of job and the correct referral process;

Participates in school and/or regional level teams, as applicable;

Works constructively and collaboratively with school personnel, parents, students, outside agencies, and private practitioners (and responds promptly to requests for information);

Communicates effectively and disseminates information clearly to diverse audiences;

Utilizes technology required for professional practice including electronic mail, presentation applications, and database management;

Adheres to federal, state, and local policies including due process guidelines;

Maintains accepted professional and ethical standards in assessment, consultation, and general professional practice;

Complies with Medicaid regulations and billing procedures including maintaining accurate paperwork and submitting paperwork within required timelines;

Engages in professional growth activities including maintenance of continuing education units required for licensure and attendance and participation in mandatory district-sponsored professional development opportunities;

Collaborates with and provides support to parents; communicates effectively with parents and other stakeholders; participates in school faculty meetings and community meetings, when able;

Complies with professional expectations in the school environment including professional etiquette, appropriate dress, scheduled work hours, and completion of required paperwork documentation; and

Performs other related duties, as required.

JOB SPECIFICATIONS

Education and Experience:

Master's degree in Speech-Language Pathology or associated designation (e.g., Communication Disorders) from American Speech-Language-Hearing Association (ASHA) accredited university; ASHA CCC's or CF licensure; passed Praxis Exam in Speech-Language Pathology;

Requires a valid South Carolina teaching certificate in Speech-Language Pathology; Must possess valid South Carolina Department of Labor, Licensing, and Regulation (LLR) license in Speech-Language Pathology.

Knowledge:

Job requires knowledge of the policies, procedures, and activities of the district which pertain to the specific duties of the SLP; knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position; and knowledgeable of teaching and instruction techniques for students with special needs.

Skills/Effort:

Job requires the ability to use independent judgment and discretion as needed in dealing with confidential information and documents. Ability to operate general office equipment in the performance of daily activities; ability to identify the accomplishments, needs, and problems of the program; ability to interact in an effective manner with building level administration, teachers, district staff, parents, etc.; ability to learn and utilize new skills and information to improve job performance and efficiency.

Working Conditions:

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

Responsibility:

Observe, screen, evaluate and provide documentation for students referred for speech/language therapy services.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____