

Job Description

JOB TITLE: Speech Language Pathologist

DEPARTMENT: Special Education

REPORTS TO: Service Administrator, Principal and Executive Director

TERM/FTE: 1.0 180 days

WORKSITE: Any CASE Worksite

Position Summary: The employee in this position works as a licensed speech language pathologist with students who have a speech impairment. This employee will collaborate with staff such that students can be successful in the least restrictive learning environment.

Position Requirements:

Bachelor's and Master's Degree from a regionally accredited college or university.

Hold or be eligible for an Illinois Professional Educator License as a Speech Language Pathologist.

Demonstrates excellence in verbal and written communications.

Experience with collaborative groups and processes in a student-centered environment.

Other qualifications of academic, professional, and personal excellence as the Board may specify.

Certification, Licensure, Training: Applicants must complete all requirements of this job as stated with the regulations of the Illinois State Board of Education (<http://www.isbe.net>) and policy statements of the CASE Board of Directors.

Essential Duties: (Other duties may be assigned.)

1. To provide diagnostic services to students who exhibit speech and/or language problems.
2. Design and establish a remediation program for the speech and/or language impaired child.
3. Evaluate the program and the progress of each child quarterly.
4. Coordinate the speech and language program with the educational program.
5. Participate in interdisciplinary educational staffings in order to plan for appropriate educational needs of speech and/or language impaired students.
6. Record all pertinent data regarding services which have been provided to speech and/or language impaired students.
7. Act as a resource to the regular classroom teacher encouraging referrals and providing assistance in establishing speech and/or language carryover activities in the classroom.
8. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
9. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
10. Administers the annual budget for speech therapy services.
11. Develops an individualized educational program for each child enrolled.

Job Responsibilities: (Others responsibilities may be assigned.)

1. Works within the policies and regulations of the CASE Board of Directors and member school districts; Illinois public acts and regulations as described by the Illinois State Board of Education (ISBE) and serviced by the DuPage Regional Office of Education; and applicable Federal laws, regulations and guidelines applicable to the education of students.
2. Makes professional decisions that demonstrate support of the mission, goals and best interests of CASE as expressed in the Strategic Plan and Building Improvement Plans.
3. Responsible for the safety, well-being, and work output of others under his/her supervision.
4. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.
5. Responsible for understanding and working within Board of Education policy when assigned to a CASE member school.

Supervisory Responsibilities: This job has responsibilities for all assigned students as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.

Skills, Physical Demands and the Work Environment. In order to perform this job successfully, an individual must be able to perform all essential duties and responsibilities. The requirements listed below are representative of the skills, physical demands, and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Skills Required: The employee in this position must have the ability to:

- read, analyze and interpret documents including correspondence in print or electronic formats.
- establish and maintain effective working relationships with all members of the school community.
- communicate clearly and concisely in verbal or written form.
- write reports as needed. The ability to effectively present information and respond to questions is required.
- complete mathematical operations and concepts of algebra.
- solve problems and deal with a variety of concrete variables where limited standardization exists.
- perform essential duties within member school district requirements and CASE policies.

Physical Demands: While performing the duties of this job, the employee is regularly required to ...

- sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- have vision abilities required include close vision, and the ability to adjust focus. (The ability to withstand long-term use of computer devices is required.)
- to have occasional lifting, carrying, pushing, and/or pulling and significant finger dexterity actions.
- meet work deadlines with severe time constraints, interacting with the public and staff, within irregular or extended work hours.

Work Environment:

- The noise level in the work environment is usually low. However, on occasion, the noise level will be moderate.
- Work is usually conducted indoors. Outdoor assignments may be part of this position.
- This work could be conducted at any assigned school district location.

Employee Performance Evaluation: Standard operating practice is to conduct job performance evaluations for this job annually during the employee's first four years of employment and bi-annually in subsequent years according to the Illinois School Code and the Collective Bargaining Agreement between the CASE Board of Directors and the CASE Education Association (IEA/NEA).

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Cooperative Association for Special Education (CASE) is an Equal Opportunity Employer. It is the policy and practice of CASE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. CASE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. CASE has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the Executive Director.

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