

COOPERATIVE EDUCATIONAL SERVICES

Personnel Department

Job Description

Title: Speech Pathologist

Qualifications: Candidates must have a Master's degree in Speech/Language Pathology, hold a certificate in Speech and Hearing from the State of Connecticut and be licensed according to the State of Connecticut Health Department guidelines. They must also have prior practicum experience working with special needs students with moderate to severe communication disorders. Candidates with two or more years of experience working with special needs students in a public school or clinical setting who possess knowledge of alternative means of communication and speech/language theory are preferred.

Reports to: Administrator of assigned program or his/ her designee

General Purpose: Under the guidance and supervision of the administrator of assigned program or his/ her designee, the speech pathologist performs all tasks required by the program/assignment.

Essential Job Responsibilities:

1. Selects, performs and documents appropriate diagnostic services/procedures for assessing student's current speech, voice, hearing and language performance levels and the instructional/therapy needs of assigned students.
2. Develops and implements a therapy schedule, remedial goals and objectives/ recommendations for therapy and pre- and post- assessment tool to support the identified speech and language needs of each assigned student based on a review of referral and/or diagnostic data.
3. Performs record keeping tasks related to the scheduling and delivery of services, including up-to-date logs of student referrals, accurate records of therapy progress, written reports outlining diagnostic services and procedures and formal evaluations of student progress.
4. Designs and delivers instruction using a variety of instructional methods, materials and strategies to meet pre-determined therapy plan objectives, respond to student needs and demonstrate skill development.
5. Consults with program staff, parents and LEA contact to report student progress, to assist in the reinforcement and generalization of skills and to provide data relevant to the monitoring and modification of therapy goals and objectives.
6. Provides assessment information and awareness of appropriate alternative communication approaches to specific program staff, LEA personnel, parents and other outside agencies verbally and/or in writing within prescribed timelines and according to the prescribed format.
7. Assists in ordering supplies and materials needed to implement prescribed student therapy programs and maintains a clean, safe and orderly therapy environment conducive to student learning.
8. Attends agency /staff meetings, PPTs/child study team meetings and all announced inservice/ workshop activities as requested by the administrator or his/ her designee.
9. Engages in reflection and self-evaluation and seeks opportunities for professional growth.
10. Maintains the confidentiality of student information, performance and records as prescribed by law and in accordance with C.E.S. policies and procedures.
11. Cooperates with all C.E.S. personnel and consultants who provide input or services for students.
12. Possesses a working knowledge of and follows both C.E.S. and program specific policies and procedures applicable to the assignment and areas of responsibility.
13. Complies with all federal, state and agency regulations on conduct and ethical behavior.
14. Performs other functions/ responsibilities related to the unique needs of the job or program.
15. **Is knowledgeable about Connecticut standards for teaching and learning (Connecticut Curriculum Frameworks, Common Core of Teaching, Common Core of Learning).**

Specialized Functions:

These statements are intended to describe the general nature and level of work being performed. Specific duties and responsibilities may vary, depending on the assignment. C.E.S. reserves the right to add/ change duties at any time.

This job description has been reviewed by the employee and _____(printed name) understands its content.

Employee Signature

Date: _____

REVISION 02/11/04