



JOB DESCRIPTION

JOB TITLE: SPEECH LANGUAGE PATHOLOGIST

DEPARTMENT: Special Education

REPORTS TO: Assistant Superintendent for Special Education

JOB SUMMARY: Provides evaluation and therapeutic services to meet the needs of children in developing maximum communication competence.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned by Administration.

1. Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Assistant Superintendent for Special Education and/or delegated supervisor.
2. Participate as member of local district pre-referral process.
3. Complete referrals for speech and language services within district assignment.
4. Provide a thorough assessment and diagnosis of articulation, voice, hearing, fluency and language impairment.
5. Participate as a member of the multidisciplinary team, and when appropriate serve as team leader.
6. Schedule and chair Individualized Education Program Team meetings to determine eligibility and/or review of continuing program placement for children suspected of being speech and language impaired.
7. Participate as a member of the Individualized Education Program Team.
8. Provide consultation services as needed.
9. Communicate evaluation results to parent/guardian and appropriate school personnel.
10. Maintain a cooperative relationship with professionals and others within the school setting that fosters recognition and respect for every individual.
11. Develop and implement therapeutic goals and objectives based on assessment information and common core state standards to assist children in reaching maximum communication competence.
12. Schedule therapeutic sessions that take into consideration the student's total school program.
13. Serve as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
14. Work with school personnel and parents to create an awareness of those factors that prevent communication disorders and contribute to the development of communication competencies in pupils.

15. Complete therapeutic documentation, progress reporting, and monthly summary reports.
16. Review and approve Medicaid reports of other pathologists without CCC certification.
17. Maintain all aspects of confidentiality as it pertains to students, families and other protected information.
18. Contribute to in-service training programs to general education staff, community organizations, etc., at the request of area supervisor. Effectively manage time and energy to assure.
19. Maintain a schedule within the assigned service area. Deviations from schedule are subject to prior approval of supervisor. Maintain accurate records as required by the RESD.
20. Assume responsibility for keeping informed of current developments in own field and related fields of special education.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

Meets requirements as stated in Michigan Special Education Rules.

CERTIFICATES, LICENSES, REGISTRATIONS

Certificates and/or licenses approved by the State of Michigan, Department of Education.

LANGUAGE SKILLS

Must be able to communicate effectively with children, parents/guardians, co-workers, staff and Administration.

Must be able to read, comprehend and analyze instructions, correspondence, memos, reports, IEPs and related Special Education rules and regulations. Must be able to compose appropriate correspondence and reporting with clear and concise information utilizing proper spelling and grammar.

MATHEMATICAL SKILLS

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations in order to make comparisons and/or determinations of evaluations of student(s) to the general population, and to produce charts, graphs, and reports.

REASONING ABILITY

Must be able to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES

Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills with people and situations.

PHYSICAL DEMANDS & WORK ENVIRONMENT The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, talk, see and hear. The employee will frequently use hands and fingers to handle, grasp, feel and hold, and reach with hands and arms. The employee must occasionally lift and/or move up to 50 lbs. Frequent fine finger and hand dexterity is required if sign language is used. Specific vision abilities required by this job include close vision. The ability to tell where sound is coming from is essential to this job.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

OTHER INFORMATION

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

Employee

Date

Statement of Compliance with Federal Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 [\(989\) 386-3851](tel:9893863851).