Douglas County School District

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JOB DESCRIPTION

TITLE:	SPEECH-LANGUAGE PATHOLOGIST
REPORTS TO:	SITE ADMINISTRATION
TERMS OF EMPLOYMENT:	MINIMUM 185 DAYS/YEAR
SALARY RANGE: LICENSED PERSONNEL SALARY SCHEDULE	$50,033 - $90,212
BENEFITS:	Nevada State Public Employees Retirement System (PERS) Employer paid Medical, Dental, Vision and Life Insurance No State Tax
FLSA STATUS	EXEMPT

SUMMARY OF POSITION

Under the guidance of the site administration, the Speech-Language Pathologist provides a full range of SLP services to children ages 3-21 to include screening and assessing students' performance levels; individual and group consultation with school staff, parents, and outside agencies; assisting in developing behavior and transition plans; providing information on child development issues to school personnel and parents; collaborating with community agencies regarding individual student plans; and providing recommendations for program development and student placement in a manner consistent with all district, state, and federal requirements.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Screens and evaluates referred children including selecting appropriate instruments, administering standardized and functional tests, observations, and writing reports which state the evaluation findings with regard to receptive-expressive language, articulation, voice fluency, neuromuscular and non-vocal for the purpose of providing educational program recommendations and special education eligibility
- Participates as a member of the evaluation team and the individualized education program (IEP) team for students aged 3 to 21 contributing evaluation for the purpose of collaborating on the child's educational plan
- Develop appropriate Individual Education Programs and/or provide appropriate goals and objectives to other case managers as needed, direct activities of non-certified SLP personnel in order to provide comprehensive student services
- Work collaboratively with classroom teachers, school psychologists, and other special education providers for the purpose of supporting them in the completion of their work activities to provide services for students

- Establishes a system of documentation that is measurable, accountable and conforms to state and school policy for confidentiality and progress reporting requirements
- Prepare/conduct comprehensive speech /language services in the areas of comprehension, (expressive and receptive language) morphology, fluency, pragmatics, voice, syntax and articulation.
- Maintains a working knowledge of augmentative communication systems and devices.
- Coordinates with community agencies including medical, social service and mental health services for the purpose of determining appropriate treatments, etc. to meet the needs of specific students.
- Consult with students, parents and guardians for the purpose of enhancing student success in school and providing SLP progress reporting updates, annual IEP reviews and evaluations.
- Facilitates meetings, processes, participates in workshops or seminars etc. for the purpose of gathering information or providing staff trainings/or achieving state mandates.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, data documentation, correspondence, internal audits, Medicaid billings etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Participates with other staff in delivering student screenings, including audio logical screenings as prescribed by DCSD guidelines.
- Research resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Maintains accurate records of inventory for the purpose of compliance with state reporting.

NON-ESSENTIAL FUNCTIONS

Perform related duties as assigned.

WORK CONTACTS

Frequent contact with teachers, students, parents, district staff, and other school personnel is required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge of theories, principles and methodologies in the practice of speech-language pathology; treatment and prevention strategies for speech, language and hearing disorders such a stuttering, articulation, cleft palate, autism spectrum disorder, voice disorders, apraxia, hearing impairment and other language disorders; leadership, collaboration, planning and organization techniques and practices; IDEA requirements; and federal and state laws and District policies, regulations and procedures as related to speech-language services.

ABILITY TO

- Provide effective speech-language pathology services at one or more schools.
- Work with data of widely varied types and/or purposes.
- Convey clinical information in a non-technical manner.
- Create schedules, plan meetings, interpret information and design and implement appropriate therapy.
- Work respectfully and cooperatively with school staff, parents and community resources.
- Develop and write Individual Education Plans.

- ★ Serve as a resource for staff and students.
- ★ Exercise professional judgment in making decisions.
- ★ Maintain important records efficiently and accurately and prepare clear and concise reports.
- ★ Maintain confidentiality of information processed or prepared.
- ★ Operate standard office equipment including a personal computer using program applications appropriate to assigned duties.
- ★ Communicate effectively verbally and in writing.
- ★ Plan, organize, prioritize and manage time.
- ★ Communicate with students, parents, community representatives, colleagues, and District personnel, both individually and as a group.
- ★ Work independently and handle multiple priorities.
- ★ Assess the accomplishments of students.
- ★ Maintain accurate, complete and correct records as required by law.
- ★ Meet deadlines.
- ★ Communicate enthusiasm, excitement and a strong feeling of commitment to the education profession.
- ★ Appropriately handle stress and interact with others.
- ★ Maintain regular attendance and punctuality.

SUPERVISION RECEIVED

Work is performed under the direction of the site administration, who will annually evaluate the performance of the Speech-Language Pathologist. Work is reviewed through the Speech-Language Pathologist evaluation model.

SUPERVISION EXERCISED

None

CONDITIONS OF WORK

Work is performed under the following conditions:

- ★ Exposure to climate controlled office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.
- ★ Hazards: Office/Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

SAFETY SENSITIVE:

YES [ ] NO [X]

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelors or Master's degree from a regionally-accredited college or university in the area of speech and language impairments.

LICENSES/CERTIFICATES

1. Must possess, or be able to acquire an Exceptional Pupils Ages 3-21 endoresement for Speech and Language Impairments issued by the Nevada Department of Education.
2. Must possess a valid driver's license that allows the applicant/employee to legally operate a motor vehicle
3. Certificate of Clinical Competence and license by the Nevada Board of Examiners for Audiology and Speech Pathology is preferred.

PHYSICAL AND MENTAL/INTELLECTUAL REQUIREMENTS

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Those requirements include:

- ★ Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Sedentary to heavy exertion of force involving 10-25 pounds frequently with up to 50 pounds occasionally. May involve negligible up to significant stand/walk/push/pull/carry. May involve climbing, standing, walking, pushing, pulling, carrying, and balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical classroom setting and use standard classroom equipment. The ability to interact professionally, communicates effectively, and exchange information accurately with all internal and external members of the school community.

- ★ In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

EMPLOYEE PUNCTUALITY AND APPEARANCE

In order for DCSD schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. All employees are required to report to work dressed in a manner that reflects a positive image of DCSD and is appropriate for their position.

NOTICE OF NON-DISCRIMINATION/EQUAL OPPORTUNITY EMPLOYER

The Douglas County School District does not discriminate against any person on the basis of race, creed/religion, color, national or ethnic origin, sex (including pregnancy), gender identity or expression, genetic information, sexual orientation, disability, marital status, age, veterans or military status, or political affiliation in admission to or access to, treatment or employment, or participation in its programs and activities, and provides equal access to the Boy Scouts of America and other designated youth groups, pursuant to federal and state laws including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Individuals with Disabilities Education Improvement Act (IDEA), and the Boy Scouts of America Equal Access Act. The Douglas County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment, which includes recruiting and hiring practices, working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling (775) 782-7177.

The Superintendent of Douglas County School District has designated the following position to handle inquiries regarding student and employee non-discrimination policies:

Executive Director of Human Resources
1638 Mono Avenue
Minden, Nevada 89423
Phone: (775) 782-7177

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read the above job description and have received a copy for my records.

Signature of Employee: _____ Date:_____