

## District Position Description

---

<b>Position Title:</b>	<b>Speech Language Pathologist</b>
<b>Department:</b>	<b>Exceptional Children</b>
<b>Reports To:</b>	<b>Director of Exceptional Children</b>

---

### **SUMMARY:**

Provides prevention, assessment and remediation services, utilizing correct due process procedures, for any students displaying communication disorders in language, articulation, fluency or voice which adversely affect educational progress.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conducts speech language and hearing evaluations as necessary.
- Adheres to established timelines for re-evaluations, annual reviews, and submissions of compliance paperwork and reports.
- Conducts assessments, analyzing results, and writing reports to determine strengths and concerns in area of speech, voice, fluency, pragmatics, language, and oral motor skills.
- Follows due process procedures with regard to screening, evaluations, and placement of students into speech therapy.
- Attends and/or conducts Individualized Education Program (IEP) meetings in a professional manner with appropriate knowledge of state guidelines, district policies, and federal legislation.
- Writes and updates appropriate and effective annual and short term goals for every student on caseload.
- Acts as Case Manager for assigned students.
- Provides speech/language services as outlined in students' IEPs.
- Establishes and maintains a therapy schedule which is compatible with student schedules and at the school.
- Keeps therapy data for program planning and decision making for individual students.
- Submits reports which meet local and state requirements.
- Maintains current files for use by authorized school personnel.
- Safeguards confidentiality of student records.
- Maintains accurate and ongoing Medicaid documentation and submits in accordance with local guidelines.
- Completes daily service notes and progress reports according to district timeline.
- Works in cooperation with school faculty for various meetings, professional development, committees, etc.
- Attends professional development opportunities as provided by the district.
- Provides information input/feedback for parents through a variety of communication techniques.
- Maintains inventory per Department of Exceptional Children of assessments and equipment/materials.

- Prepares materials and provides professional development for staff needs to include augmentative or alternative communication systems or feeding as needed or per job responsibility.
- Provides services for homebound and private students, if warranted.
- Maintains mileage as appropriate and applicable.
- Performs other duties as may be assigned by the Principal or Director of Exceptional Children.

## **JOB SPECIFICATIONS**

### **EDUCATION and/or EXPERIENCE:**

Master's Degree in Speech Language Pathology.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid SC Teaching License in the following area:

Speech-Language Therapist

Certificate of Clinical Competence from the American Speech and Hearing Association

### **SUPERVISORY RESPONSIBILITIES:**

Not applicable

### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development and training and respond to questions from groups of educators, trainees, media, administrators and organization members.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work-related issues and problems.

### **OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

**PHYSICAL DEMANDS:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 25 pounds, such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen, and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving may be required. Duties of the job require frequent use of a computer monitor and related equipment.

**WORK ENVIRONMENT:**

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.

Office environment with limited exposure to environmental conditions. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

**TERMS OF EMPLOYMENT:**

190 Days

Teacher Pay Scale

*The terms of employment detailed in this job description are based on full-time employment during the school year. Conditions of employment adjusted for part-time employees or individuals who are hired for less than an entire school year.*

**EVALUATION:**

Performance of this job evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Updated 2020