HOUSTON INDEPENDENT SCHOOL DISTRICT - JOB DESCRIPTION

POSITION TITLE: Speech Therapist, Special Education

JOB CODE: 002350, 001350, 000350, 003350
GRADE: RT 07

IMMEDIATE SUPERVISOR: Principal

GRADE: RT 07

CONTRACT LENGTH: Varies

POSITION SUMMARY:
Develop, manage and implement a speech therapy program to facilitate the speech therapy needs of communicatively disordered students in assigned school(s).

ILLUSTRATIVE DUTIES:
▪ Obtain information to follow local, state, and federal guidelines related to providing services to speech handicapped students.
▪ Assume immediate and direct responsibility for referrals for speech/language evaluations.
▪ Select and administer the appropriate battery of speech therapy test for initial speech therapy referrals, dismissals, and three year re-evaluations.
▪ Interpret test results to determine the diagnosis and remediation of speech therapy deficits.
▪ Generate a computerized speech-language report, comprehensive individual assessment speech handicapped eligibility report and the severity rating scale of each deficit area for evaluated students.
▪ Prepare required admission, review, and dismissal (ARD) committee meeting report forms and communications necessary to process "speech only" ARD meetings.
▪ Explain test results and presents speech therapy Individualized Education Plan (IEP) at speech therapy Admission, Review and Dismissal (ARD) for students identified, evaluated and served on each assigned campus.
▪ Develop a computerized IEP of speech therapy goals and objectives used to implement services.
▪ Provide pupil accounting data in SASI for each student evaluated and/or served.
▪ Manage a therapeutic program with appropriate materials to meet individual needs of speech-handicapped students.
▪ Utilize the Special Education Resource System (SERS) and other resources to requisition appropriate materials to meet individual students needs.
▪ Design and post a speech therapy program schedule to appropriate personnel which contain the time, day and deficit area for each student served.
▪ Record each student’s weekly lesson plan for students based on their goals and objectives.
▪ Complete and submit speech therapy report cards to principals and parents for each six/nine week's grade reporting periods.
▪ Formulate a weekly lesson plan for students based on their goals and objectives.
▪ Complete information on School Health Related Services (SHARS) service tickets for all Medicaid eligible students.
▪ Update IEP for each student after each reporting period.
▪ Conduct an annual review ARD for speech handicapped only students and attends ARD for dually labeled students.
▪ Maintain state folder for each student served.
▪ Initiate referrals of augmentative and bilingual speech therapy assessments and implement recommendations.
▪ Ensure and update the documentation of student services by submitting tracking logs and class lists to the speech therapy coordinator.
▪ Compile speech therapy program data and submit a speech therapy distribution report which profiles each individual campus caseload by age, grade, deficits, severity, etc.
▪ Collaborate with school administrators, classroom teachers, parents and support personnel to communicate speech therapy procedures and progress.
▪ Document all contacts with parents regarding the student’s status and/or progress in the program.
▪ Attend staff development inservices and workshops to enhance professional skills.
▪ Stimulate and maintain a professional work environment.
▪ Report personal absences to home school and other schools served.
▪ Interface with multidisciplinary personnel, community agencies, and outside district personnel.
▪ Prepare and submit reports for end-of-the-year program review conference with speech therapy coordinator.
▪ Perform other job-related duties as assigned.

POSITION REQUIREMENTS:
Education:
▪ Master’s degree in Speech Pathology from an accredited college or university.
▪ American Speech and Hearing Association (ASHA) Certification and Licensure.
▪ Speech and Hearing Therapy Certificate, or Speech and Language Therapy Certificate, or State Certification and licensure as a Speech-Language Pathologist.

Experience:
▪ No prior experience required.

ADDITIONAL REQUIREMENTS:
▪ Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external.
▪ Ability to adjust the eye to bring an object into focus; judge distance (close and distant).
▪ Ability to travel to schools throughout the district.
▪ Ability to lift and carry up to 25 pounds, sit, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
▪ Ability to stand, stoop, kneel, crouch walk, drive and/or be mobile.
▪ Valid Texas driver’s license with applicable insurance coverage.