

Isle of Wight County School District

Position Specification

Title: Speech Language Pathologist

Division: Special Education and Other
Programs

FLSA: Exempt

General Statement of Job

To screen, identify, assess, and diagnose students with articulation, fluency, voice, language, communication, swallowing and related disabilities; plan and implement appropriate services to minimize adverse impact on students' school success; and provide recommendations for student placement and language skill development. Responsibilities also include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assess students' communication skills (e.g. articulation, fluency, voice, expressive and receptive language, etc.) for the purpose of identifying communication disorders, determining program eligibility and developing recommendations for services;
Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in conformance with established guidelines;
Coordinates meetings and processed for eligible students (e.g. testing/screening, IEP's, parent conferences, eligibility meetings, etc.) for the purpose of presenting evaluation results, developing treatment plans, and/or providing training to parents/students/staff;
Develops treatment plans, interventions and/or educational materials for the purpose of minimizing the adverse impact of communication disorders in conformance with state and federal regulations;
Instructs assigned support staff for the purpose of providing information on communicative disorders, use of assistive devices and feeding techniques and/or implementing prescribed treatment plans;
Instructs eligible students in the use of appropriate communication technologies for the purpose of minimizing the adverse educational impact of communication disorders as per state and federal regulations;

Interprets medical reports within the scope of Speech/Language Pathologist's experience and goals for the purpose of providing information and/or ensuring that education plans are appropriate;
Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, required documentation, quarterly reports, screening results, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance;
Participates in meetings, workshops, and seminars (e.g. training, IEP's, team meetings, etc.) for the purpose of conveying and/or gathering information;
Performs site visits at multiple work sites including home visit for the purpose of providing therapy and assistance as required;
Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference and/or conveying information;
Provides speech and language therapy to students for the purpose of minimizing the adverse impact of speech and language disorders on students' school success;
Researches 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' needs;
Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate;
Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed; and,
Performs other duties as assigned.

Education and/or Experience

Master's degree in speech/language pathology. Job related experience within specialized field is required.

Certificates, Licenses, Permits: Valid Board of Audiology and Speech/Language Pathology license (BASLP) speech therapist license.

Knowledge, Skills & Abilities

Knowledge of principles and practices of speech and language therapy, pertinent codes, policies, regulations and /or laws; age appropriate activities; and stages of child development. General knowledge is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: anatomy and physiology of speech and hearing mechanisms and disorders.

Skill in applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records. General skills are required to perform multiple, technical tasks with a need to occasionally upgrade

skills in order to meet changing job conditions. Excellent oral and written communication skills.

Ability to collaborate work with educational professionals and parents, schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



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DEPARTMENT: Special Education and Other Programs

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☐ Smelling
 - ☐ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☒ Running Distance

- ☒ Standing
- ☐ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☐ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☐ Calculator
- ☐ Fire Alarm
- ☐ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature

Date

