

Boardman Local Schools Office
of the Superintendent

To: Boardman Education Association Members
From: Timothy L. Saxton
Re: Certificated Vacancy

Posting Date: July 11th, 2023

Position: Speech and Language Pathologist

Description: Work to prevent, assess, diagnose, and treat speech, language, social communication, and cognitive communications disorders in children. Provide training, education, and consultative services to staff. Work collaboratively with with professionals to develop and implement individualized programs for improvement.

Note: Items below are not ranked in order of importance

Essential Functions:

1. Ensure safety of students
2. Assist in development speech and language skills to facilitate the personal, social, and intellectual development of students
3. Establish a positive learning environment and respond to the individual needs of students
4. Ensure that all activities conform to district and cooperative guidelines
5. Communicate effectively with members of the school district, families, and the community
6. Prepare clear and timely written Individualized Education Programs (IEPs)
7. Participate in parent/teacher conferences as appropriate
8. Maintain ongoing progress monitoring and report according to IEP guidelines
9. Screen students to identify speech and language problems
10. Refer and consult with outside agencies, supervisors, and specialist in related areas
11. Provide in-service education to staff and/or parents as needed
12. Request and maintain needed equipment and supplies
13. Follow due process procedures and timelines when referring and testing students
14. Conduct re-evaluations for students receiving speech and language services
15. Maintain confidentiality at all times in accordance with the Family Educational Rights and privacy Act (FERPA)
16. Attend meetings and in-services as required by building administrator(s)/Director

Other Duties and Responsibilities:

1. Review and revamp checklists, interview questions, observation forms and progress reports as appropriate
2. Serve as a role model for students
3. Respond to routine questions and requests in appropriate manner
4. Perform other duties as assigned by the Superintendent or designee

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Specialized skill in evaluation procedures for student academic/behavioral problems
- Ability to operate various office equipment
- Basic skills in counseling and consultation
- Knowledge of educational psychology

Qualifications:

- Master's Degree
- Professional Pupil Services License

Salary:

- Per negotiated agreement

Interested Boardman Employees represented by the Boardman Education Association must obtain a Transfer/Reassignment Request from their building principal or the Office of Superintendent. Information requested on this form must be completed and returned to the Superintendent's Office by July 17th, 2023.

The final decision for filling the vacancy will be based upon the Administration's perception of the applicant's ability to meet the qualifications listed above and the staffing needs of the building.