

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

- TITLE:** Speech and Language Pathologist
- REPORTS TO:** Program Supervisor
- QUALIFICATIONS:** Master's Degree in Communication Disorders
Illinois Speech Language Pathologist (PEL)
- EVALUATIONS:** Conducted on an annual basis in accordance with
Cooperative guidelines
- TERMS OF EMPLOYMENT:** Length of employment, salary and benefits
determined by the Board of Directors of
SWCCCASE

RESPONSIBILITIES:

Assessment:

- Demonstrates knowledge of formal and informal assessment procedures
- Selects appropriate assessment instruments
- Conducts assessments appropriately
- Interprets assessment information accurately
- Demonstrates knowledge of the screening/referral/evaluation process
- Conducts ongoing assessment of instructional/therapeutic goals and objectives
- Demonstrates awareness, understanding and knowledge of the variety of physical, emotional and cognitive conditions which may contribute to communication disorders

Provision of Instruction/Therapy/Counseling:

- Demonstrates an understanding of the content area
- Defines and/or revises specific and sequential goals and objectives appropriate for student based assessment
- Develops long range plan according to instructional/therapeutic sequence
- Demonstrates daily preparation to achieve IEP goals and objectives
- Selects, prepares and/or adapts materials to meet individual student needs
- Organizes time, space, materials, equipment for instruction/therapy
- Plans for a substitute and has materials available at all times (when appropriate)
- Employs a variety of techniques, methods and materials appropriate for student needs
- Demonstrates effective individual and group behavior management techniques

Communication Skills

- Communicates in an effective, constructive and positive manner with students and parents
- Interacts positively and effectively with school personnel, including supervisors, administrators, teachers, auxiliary staff, building secretaries, etc. as an effective team member
- Promotes positive public relations

Management Tasks

- Facilitates, coordinates and/or schedules for teacher, aide, student, and district personnel
- Manages and coordinates required meetings/conferences
- Manages and coordinates required paperwork
- Trains, supervises and evaluates paraprofessionals (when applicable)
- Completes, monitors and/or forwards pupil data as required
- Participates as a member of district or departmental team in improving service delivery

Professionalism

- Follows policies and procedures of Cooperative
- Demonstrates knowledge of special education legislation and acts in accordance with these mandates
- Demonstrates knowledge in field including current issues and trends
- Demonstrates professionalism (flexible, adaptable, uses good judgement, acts appropriately and ethically, child centered, treats others with respect and dignity)
- Demonstrates continual assessment of individual program effectiveness and responds professionally to feedback
- Participates in professional growth activities
- Actively participates in the staff evaluation process
- Dresses appropriately
- Treats others with respect and dignity
- Maintains a clean work area

Performs other Duties as Assigned