

**Pleasant Hill School District
Job Description**

Job Title: Speech and Language Pathologist
Reports To: Special Education Director
FLSA Status: Exempt

JOB SUMMARY

Provide or assist with identification of students who require diagnostic, therapeutic, and follow up services for speech, language, and/or hearing impairments. This includes direct instruction, parent and teacher counseling and training, implementation of IEPs and all requirements under IDEA, utilization of educational assistants and related professional disciplines, and the reporting of all services performed. This position screens, identifies, assesses, diagnoses, refers, and provides intervention and speech-language evaluations to students who are at risk or have been referred to the special education program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Ensures compliance and maintains current information concerning federal, state, and local guidelines governing federal and state special education programs.
3. Works collaboratively with parents, teachers, learning specialists, school psychologists, instructional assistants, occupational therapists, nurses, and physical therapists in support of the total educational program.
4. Coordinates services for speech, language, and/or hearing impaired with other Special Education Programs, staff, and community resources.
5. Develops an annual set of performance goals, objectives, and an implementation plan for students.
6. Coordinate student treatment programs and IEP services for speech, language, and/or hearing impairments.
7. Provides students with diagnostic evaluation for suspected speech, language and hearing impairments, using research based evaluation techniques and curriculum assessment measures.
8. Participates in activities that will increase public and professional awareness of the needs and services available for speech, language and students with hearing impairment, including but not limited to disseminating information.
9. Develops and maintains complete and accurate records and reports all services provided to students for speech, language, and/or hearing impairment who are served.
10. Maintains assigned caseload within work schedule.
11. Operates in each school under the Special Education Director's direction and keeps appropriate personnel informed of student activities and services for speech, language, and/or hearing impairments.
12. Implements systems to evaluate the effectiveness of intervention procedures.
13. Participates in speech, language, and hearing screenings.
14. Develop lesson plans, keep therapy, notes and regularly report progress to parents and school personnel.

15. Participates and provides advice in evaluation planning meetings, eligibility meetings, and Individual Education Plan (IEP) meetings.
16. Analyzes student testing/screening data and provides verbal and written reports as needed.
17. Acts as a District liaison in coordination with community agencies and programs to provide optimal services to students.
18. Provides encouragement to students to participate in school and community activities.
19. Monitors data to ensure compliance with state and federal laws.
20. Reports the results of needs assessments, program plans, and evaluations to the Superintendent.
21. Maintains all records and forms required by federal and state programs.
22. Appropriately maintains and secures confidential records and inquiries.
23. Maintains appropriate certifications and training hours as required.
24. Complies with applicable District, state, local, and federal laws, rules, and regulations.

25. Interacts thoughtfully and courteously with students, staff, and community.
26. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and provides staff development/training(s), as requested.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.
4. Participates in assigned District and building committees.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Masters Degree (M.A. or M.S.) or equivalent from four-year college or university and at least four years related experience and/or training or equivalent combination of education and experience. Prior successful experience providing speech and language services to K-12 students in a school setting required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with staff, parents, and students of varying disabilities.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to verbally respond to common inquiries from students, parents and staff in one-on-one and small group situations. Ability to effectively present information and respond appropriately to the most sensitive inquiries or complaints. Ability to read, analyze, and interpret documents such as safety rules, IEPs, business periodicals, professional journals, technical, legal documents, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to determine test reliability and validity, analyses of variance, correlation techniques, sampling theory, and factor analysis.
- **Reasoning Ability:** Ability to define problems, collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software, word processing software, and other software as determined by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of students with varying disabilities. Possesses knowledge of effective behavior management methods. Ability to meet timelines. Ability to exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a Speech Impaired Endorsement or Oregon Board of Examiners Speech Pathology License and CPR/First Aid Card.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

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.

The work environment combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) combined with the standard classroom setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bodily fluids bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

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