



Job Title: Speech Language Pathologist – Virtual/Remote
Reports To: Special Education Director/Building Principal
FLSA Status: Exempt

JOB SUMMARY

The primary purpose of this position is to screen, evaluate and identify eligible students for speech and language services; design, implement and evaluate appropriate intervention strategies; collect student performance data and establish and maintain a daily schedule. A primary focus is the identification of students with Communication Disorders under the Child Find regulations of the Individuals with Disabilities Education Act (IDEA). These services are designed to help children meet their educational goals. This position may supervise communication assistants as necessary and provide information relative to communication disorders to students, parents, teachers and significant others. This position is primarily virtual and employees work primarily remote. In-person services or meetings may occasionally be required.

ESSENTIAL REQUIREMENTS

To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Valid Oregon Teaching License in Speech Impaired or Communication Disorders or valid Oregon State Board Speech Pathology License.
 2. Ability to establish and maintain an effective online learning environment.
 3. Possess excellent time management skills which includes the ability to set goals, focus, organize, prioritize, communicate and delegate.
 4. Ability to assist in the development, revisions and evaluation of the curriculum and instructional services.
 5. Ability to assist in the development of school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures.
 6. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging parent involvement with the school.
 7. Ability to provide direction to others and to make independent judgments.
 8. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community.
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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. Provide high quality speech-language therapy services primarily virtual to a wide variety of students in grades K-12.
2. Guide teachers, primary care providers and all other educational team members in the implementation or use of strategies to ensure skill generalization and transfer.
3. Screen students who may require a referral for a speech and language evaluation.
4. Provides information to classroom teachers, building teams, and families on speech and language development and prereferral interventions as requested.
5. Develops and implements primarily virtual programs for students who are identified as having a

- Communication Disorder or needed related services in the areas of speech and/or language.
6. Conduct hearing screenings and have the ability to interpret the results to make appropriate referrals.
 7. Case manage all aspects of the IEP process for students with a Communication Disorder whose only services are in the areas of speech and/or language.
 8. Provide quarterly written progress reports on student growth.
 9. Assists in the Student Intervention Teams process to provide early intervening services.
 10. Complies with all Medicaid requirements for school-based claiming, including obtaining written Medicaid consent from parents of all students served and timely filing of claims that meet Medicaid standards
 11. May plan therapeutic activities for, and oversees certified Speech Language Pathology Assistants as assigned.
 12. Administers standardized assessments in the areas of speech and/or language development, and interprets these results with special education eligibility teams.
 13. Maintains accurate and complete student records for students who are identified as having a Communication Disorder or needed related services in compliance with state standards and District policy.
 14. Develops and submits reports as required by the supervisor. Maintains accurate, complete and confidential records as required by law and District policy and regulations.
 15. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
 16. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
 17. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
 18. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
 19. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
 20. Perform other duties as assigned by Supervisor.

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 staff meetings.
2. Serve on school committees and councils.
3. Complies with professional development activities as required by the District.
4. Report issues to authorities as necessary, animal control, suspicious activity, etc.
5. Reports safety, sanitary and fire hazards immediately to the supervisor.

SUPERVISORY RESPONSIBILITIES

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

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, Certificates, Licenses, Registrations:** Must hold an undergraduate degree, a valid Oregon Teaching License in Speech Impaired or Communication Disorders or valid Oregon State Board Speech Pathology License, a valid Driver License, and ability to obtain a valid CPR/First Aid card.
- **Experience:** Demonstrated ability to successfully work with students and the public in a school setting. Actively seeks out and participates in professional development activities designed to improve professional competence.
- **Interpersonal Skills:** Interacts professionally with teachers, staff, members of the community and students. Must be able to work independently as well as with other employees and/or administrators in a positive, productive manner. 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.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to communicate with individuals of varied cultural and educational backgrounds. Ability to respond to common inquiries, questions or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to effectively present information to a group.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** Proficiency in the usage of database software, internet software, and email. Ability to proficiently use the following programs: TieNet, Frontline, PowerSchool, Zoom or similar platform, MS Word, Excel, Google Mail, Google Docs and other software adopted by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, families, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. Holds expectations for high performance of self and students. A belief that all students can learn.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, Oregon Driver License and technology related certification(s). Completion of SafeSchools online training required yearly.

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 or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may be required to stand and stoop, kneel, crouch or crawl. The employee may regularly lift and/or move up to 25 pounds and occasionally up to 75 pounds. The employee may

occasionally climb stairs or ladders. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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. This is primarily a remote or home-based position. In-person meetings or in-person services may occasionally be required.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

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: HR Department

Prepared Date: April 2023

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee

Date