



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: **SPEECH LANGUAGE PATHOLOGIST**

Department: Special Student Services

Location: As Assigned

Reports To: Program Coordinator

FLSA Status: Exempt

Bargaining Unit: NWEA

Salary: Licensed Salary Schedule

Prepared Date: 03/2018

GENERAL DESCRIPTION:

This position evaluates and provides Speech/Language therapy services to children who have mental and/or physical disabilities and who are on a current Individualized Education Plan (IEP) or an Individualized Family Service Plans (IFSP). The main responsibilities for this position are evaluation of children birth-5, determining eligibility, writing evaluation reports, communications evaluation results with families, developing IFSPs, and connecting parents with resources to support their children's development.

QUALIFICATIONS: Knowledge, Skills, Abilities Required:

1. Holds current license with Oregon Teachers Standards and Practices Commission with Speech Impaired endorsement or Oregon Board of Examiners for Speech Pathology and Audiology.
2. Master's degree in Speech Language Pathology
3. Proficient with database software, e-mail, internet software and word processing software.
4. Holds a current driver's license.

ESSENTIAL FUNCTIONS include the following. Performs some or all of the following tasks. Other duties may be assigned.

1. Works collaboratively with parents and staff in support of the child's total educational program.
2. Case Management duties: Evaluation Reports; progress reports; transition reports; maintain ongoing contact records and therapy notes from the time the student enters the program until the student is dismissed from speech/language therapy or leaves the program; attend staff meetings; determine schedule for service delivery; drive between locations as required.
3. Screen and identify communication disorders in children with special needs. Evaluate articulation, voice, fluency, and language impairments. Act as a member of a multi-disciplinary team in evaluating children.
4. Interprets evaluation data to design an individualized plan for Speech/Language treatment. Re-evaluates plan according to IEP or IFSP timelines. Re-evaluates eligibility every 3 years or as needed.
5. Implements treatment plan for individuals or groups. Provides training and supervision to instructional assistants, Speech Language Pathology Assistants, and others within the educational plan.
6. Documents appropriate information as required (i.e., written evaluations, test results, progress reports, notes, and other child records). Maintains confidentiality.
7. Collaborates with other professional and general staff members to coordinate, schedule and implement Speech/Language therapy goals and objectives within the educational plan.
8. Serves as resource for Speech/Language related information for parents, school staff and teachers.
9. Maintains communication with other professionals, general staff members, parents and other public and

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private agencies related to child's needs, progress and safety.

10. Keeps current in standards of practice to provide best service to the child. Maintains professional growth and development.
11. Maintain regular and consistent attendance and punctuality
12. Work collaboratively and communicate effectively with staff and customers at all organizational levels
13. Perform other duties and responsibilities as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

1. Organizes and maintains classroom and office areas as a team member.
2. Performs other duties as assigned.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to communicate fluently in English. Ability to read, analyze and interpret job related business periodicals, professional journals, common scientific and technical procedures, financial reports, legal documents and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to respond to common inquiries or complaints from students, parents, regulatory agencies, or members of the community. Ability to effectively present information and respond to questions from groups of parents, administrators, school staff and students.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out detailed but basic written or oral instructions. Ability to deal with

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problems involving concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to work collaboratively with co-workers and students. Good organizational skills; ability to perform job and communicate in a noisy environment. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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. The employee is frequently required to talk, hear, sit and walk. The employee is sometimes required to stand. Specific vision abilities required by this job include close vision, distance vision, color vision 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.

Work is generally performed in small groups or one on one in a classroom setting.

Travel to various sites may be required.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

NWRESD recognizes the diversity and worth of all individuals and groups. It is the policy of NWRESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities, or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Chief Human Resources Officer at 503-614-1407 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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