Speech and Language Pathologist Job Description

Position: Speech and Language Pathologist
Reports to: Director of Special Populations
Department: Special Education
Hours: Varies
Location: Varies
FLSA Status: Exempt

Mission Statement
Uplift’s mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY
The Speech and Language Pathologist will plan and provide speech-language pathology services to students with speech, voice, or language disorders. Conduct evaluation of students and provide therapeutic intervention to eliminate or reduce problems or impairments that interfere with the students’ ability to derive full benefit from the educational program.

ESSENTIAL DUTIES & RESPONSIBILITIES

Personal Objectives
- Display professionalism in dealing with students, parents, staff and community
- Approach problem solving tactfully with directness and integrity;
- Exert a positive influence and work in a collaborative manner with parents and school staff;
- Respond to suggestions for improvement in a positive manner;
- Display self-control and tact;
- Display punctuality at the work place;
- Exercise professional judgment in being absent from work;
- Maintain professional appearance;
- Be mentally alert and physically able to perform job functions;
- Provide for the care and protection of school property.

Professional Objectives
- Support the school district’s philosophy and objectives;
- Display professionalism consistent with district policies and procedures;
- Follow district policies pertaining to the individual assignment;
- Demonstrate an interest in acquiring new skills and knowledge;
- Seek professional growth through continuing education and staff development;
- Perform other duties as assigned.

Performance Objectives

Therapy
- Plan and provide appropriate individual and group therapy to students consistent with Speech and language goals contained in Individual Education Program (IEP);
- Evaluate student progress and determine readiness for termination of therapy services.
Evaluation
- Conduct evaluations to assess students with speech or language disorders to determine eligibility for services;
- Develop clinical management strategies or procedures and diagnostic statements by interpreting observations or data;
- Participate in the Admission, Review, and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement and goal setting for students with communication disorders or conditions according to District procedures.

Consultation
- Counsel and involve parents in remediation process;
- Collaborate with classroom teachers to plan and implement classroom activities to improve communication skills of students;
- Provide professional development in assigned schools to help school personnel identify and understand communication deficits in students;
- Communicate effectively with colleagues, students, and parents regarding the accomplishment of therapy goals and needs of the student.

Student Management
- Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student;
- Develop appropriate IEP goals for individual students based on Speech/Language assessments.

Program Management
- Develop and coordinate a continuing evaluation of speech-language pathology services and make changes based on the findings;
- Assist in the selection of equipment and instructional materials, as appropriate.

Administration
- Compile, maintain and file all physical and computerized reports, records and other documents required for Special Education eligibility folders;
- Comply with policies established by federal and state law, State Board of Education rule, local board policy and administrative regulations.

Other Responsibilities
- Work as a team member and with peers, teachers, campus personnel and Campus Directors;
- Demonstrate professional demeanor and resourcefulness;
- Communicate effectively with diverse groups;
- Accept supervision.

Special Knowledge/Skills
- Ability to use the accepted tests and measurements to evaluate communication disorders and conditions;
- Knowledge of evaluation, habilitation, and rehabilitation of speech-language disorders and conditions;
- Ability to instruct and manage student behavior;
- Excellent organizational, communication, and interpersonal skills.
Evaluation
This position will be evaluated in accordance with District Board Policy.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

SUPERVISORY RESPONSIBILITIES
This position does not have any supervisory responsibilities.

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
Master’s degree in speech-language pathology from an accredited college or university and valid state license as a Speech-Language Pathologist or a bachelor’s degree and valid state speech therapy certificate.

Experience
• One-year supervised clinical speech-language pathology experience

LANGUAGE SKILLS
Ability to read, analyze, and apply common sense understanding and to carry out instructions in written or oral form. Ability to set priorities. Ability to communicate with all levels of personnel, students, and parents.

MATHEMATICAL SKILLS
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

COMPUTER SKILLS
To perform this job successfully, an individual should be competent in Microsoft Office applications and ability to learn and use computer software as necessary. Ability to use basic office equipment.

SAFETY DUTIES & RESPONSIBILITIES
Every employee of the School has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.
PHYSICAL / MENTAL DEMANDS
The physical demands described below 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 position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is low to high and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

OTHER QUALIFICATIONS
Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS
Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee’s Signature:_______________________ Date:_________________

Supervisor/Witness:_________________________ Date:_________________