

MARION COUNTY JOB DESCRIPTION

Position Title: Speech-Language Pathologist	Class Code: 0255/7294
Department: Instruction	
Reports To: Principal/Director of Special Education or Designee	
Approved By: Marion County Board of Education	Date: April 2014

SUMMARY: Under the direction of the Special Education Director, screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student's educational setting, based on established IEP goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Prepare written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions & Release Committee.
- Comply with evaluations standards and determine eligibility for services based on the *Kentucky Eligibility Guidelines for Communication Disorders-Revised*.
- Effectively communicate test results, diagnosis and proposed treatment plans to the *Admissions and Release Committee*.
- Participate in the multidisciplinary team process regarding eligibility issues, *Individual Education Plan* (IEP) development, consultation services and service delivery models.
- Assure compliance with established state and federal laws, regulations, policies, and procedures.
- Prepare reports as needed by the local school district and/or the KY Department of Education.
- Develop treatment plans consistent with the IEP. Review therapy goals and objectives and make recommendations for changes as appropriate to the Admissions & Release Committee.
- Employ instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives.
- Operate and maintain a variety of therapeutic equipment and train others in use of the equipment as necessary.
- Assess, select and develop augmentative and/or alternative communication systems and provide training in their use.
- Participate in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders.
- Supervise and coordinate the activities of any assigned staff. Adhere to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s).
- Communicate with students who have disorders of communication, their families, caregivers and other service providers relative to the student's disability and its

- management. Assist in development of classroom activities to meet the communication needs of the student.
- Communicate with appropriate agencies, schools and other organizations as needed in order to meet the needs of students with communication disabilities.
 - Remain current concerning instructional and technological advances and other matters concerning speech-language therapy. Attend and participate in professional workshops and conferences. Provide in-service training to other professionals and paraprofessionals.
 - Attend staff meetings and serve on committees as needed.
 - Operate office equipment, as appropriate.
 - Perform related duties as assigned.

QUALIFICATION REQUIREMENTS: 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 EXPERIENCES: A master's degree or any combination equivalent to a master's degree in the area of speech-language pathology from an accredited program in speech-language therapy, and all other requirements as set forth in KRS334A.050.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid speech-language pathology license, or interim license, issued by the *Kentucky Board of Speech-Language Pathology and Audiology*, ASHA certification mandatory.

OTHER SKILLS and ABILITIES:

- Principles and techniques of speech-language therapy
- Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.)
- State and federal laws and regulations regarding special education records, due process and service provision
- Local school district policies and procedures
- State laws and regulations governing the practice of speech-language pathology.
- Kentucky Eligibility Guidelines for Communication Disabilities
- Principals of training & supervising staff
- Health and safety regulations
- Provide speech-language therapy to eligible students.
- Develop and evaluate the appropriateness of treatment plans (IEPs).
- Develop student rapport and establish a positive therapeutic atmosphere.
- Communicate and work effectively with the families of students with disabilities.

- Work collaboratively with other professionals.
- Maintain student records and prepare reports as specified by the District.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare written evaluations and reports.
- Remain current concerning knowledge of therapeutic and special issues.
- Operate and maintain therapeutic and office equipment.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Train and supervise others as needed.
- Observe health and safety regulations.

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.