



## Job Description

### Speech and Language Pathologist

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Calendar:** 185 Days

**Experience Required:** Work related experience within a specialized field.

**Minimum Education Requirements:** Master's Degree in job-related area.

**Department:** Other Pupil Services Personnel.

**Direct Supervisor:** Building Principal.

**Primary Work Location:** School setting.

**Certification:** Valid Missouri Licensure in Speech and Language Pathology. Valid driver's license.

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**Job Summary:** Identify students with communication disorders, plan, and implement appropriate treatment to minimize adverse impact on student success and recommend treatment plans.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assess students' communication skills and identify communication disorders, determine program eligibility, and develop recommendations for treatment.
- Collaborate with a variety of groups and individuals to communicate information, resolve issues, and provide services in compliance with established guidelines.
- Coordinate meetings and processes for eligible students (e.g. testing/screening, IEPs, parent conferences, pre-referral staffing, etc.) and present evaluation results, develop treatment plans, and provide training to parents, students, and staff.
- Develop IEP's, interventions, and educational materials to minimize the adverse impact of communication disorders.
- Instruct eligible students in the use of appropriate communication technologies such as hearing aids, FM systems, and argumentative communication devices.
- Instruct assigned support staff on communicative disorders, use of assistive devices, and implement prescribed treatment plans.
- Interpret medical reports within the scope of Speech/Language Pathologist's experience and goals.
- Maintain files and/or records such as progress reports, activity logs, billing information, IEP's, required documentation, quarterly reports, and screening results in accordance with regulations.
- Contribute uniquely to curriculum for language-based academics.
- Collaborate with multiple staff members, professionals, administrators, universities, community associates, doctors, clinics, hospitals, private therapists, and state agencies.
- Assist with Claimcare billing.
- Write grants for obtaining communication devices for students, materials, resources or tools for socialization.
- Participate in meetings, workshops, and seminars.
- Perform site visits at multiple work sites including home visits.



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- Respond to inquiries from parents, teachers, staff, and students.
- Perform related work as required.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Speech/language pathology equipment, materials, and procedures.
- Normal speech, language, and hearing development.
- Language and articulation disorders and rehabilitation.

#### **Skills**

- Strong written and oral communications and relational skills.
- Strong listening and relational skills.
- Operate specialized equipment used in the treatment of communication disorders.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

#### **Abilities**

- Review and interpret highly technical information.
- Maintain effective relationships with local and state agencies.
- Flexible to work with a significant diversity of individuals and/or groups.
- Work with data utilizing defined but different processes.
- Safeguard confidentiality of student records.
- Establish and maintain effective working relationships with associates, teachers, parents, and the public.
- Must lift at least 30 pounds.
- Run, get up and down off the floor, and shielding from verbal and physical aggression.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

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**Signatures / Date**

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date