



Job Description

Speech and Language Pathologist

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.

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

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.

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:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date