

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

---

**TITLE:** SPEECH THERAPIST

**REPORTS TO:** Director of Special Services

**QUALIFICATIONS:**

1. Shall be a graduate of a recognized college or university and meet the requirements of certification established by the school laws and regulations of the State of New Jersey and Department of Education and hold a valid certificate as a Speech Language Specialist.
2. Hold a current State license to practice Speech Therapy in the State of New Jersey.

**JOB GOAL:** To provide speech-language therapy services for students with speech and language impairments as mandated by the New Jersey State regulations and code.

**PERFORMANCE RESPONSIBILITIES:**

- Provides a thorough assessment and diagnosis of speech and language impairments as a member of the Child Study Team.
- Provides appropriate individualized programs of therapy to meet individual student's needs and correct existing speech and language impairments.
- Assumes primary responsibility for scheduling children for speech and language services after consultation with administration and staff.
- Provides training to staff relevant to the generalization of speech therapy practices and recommendations within the educational setting.
- Attends professional meetings and workshops to keep abreast of the most current teaching materials, teaching techniques, tests and diagnostic procedures.
- Utilizes professional expertise to provide habilitation of speech and language impairments and consider referrals from specialists(i.e. otolaryngologist, audiologist, orthodontist).
- Assists and guides teachers in observing, describing and referring students with suspected speech and language impairments.
- Maintains written reports and records on interventions in accordance with department procedures.
- Participates in staffing, annual reviews, parent/teacher conferences and makes parent/teacher contacts as necessary.
- Communicates with case managers regarding the children's programming and progress.
- Contributes to progress reports and collects data for Individualized Education Plans.
- Schedules case load assigned.

WATCHUNG BOROUGH PUBLIC SCHOOLS  
JOB DESCRIPTION

---

- Maintains treatment area, equipment, and supply inventory.
- Engages in public awareness activities and serves as a child advocate.
- Adheres to the rules of confidentiality and code of ethics as required of all school personnel.
- Establishes effective working relationships with coworkers and administrative staff; demonstrates and maintains positive interpersonal relations.
- Possesses thorough and current knowledge within his/her field and accepts responsibility for maintaining and improving personal professional competence.
- Assists in upholding and enforcing school rules, administrative regulations and Board of Education policies.
- Performs any additional duties within the scope of his/her employment and certification as well as those that are assigned by the Superintendent of Schools and the Director of Educational Services.

**TERMS OF EMPLOYMENT:** 10 months

**EVALUATION:** Performance of this position will be evaluated in accordance with Board of Education policy.

**APPROVED:** September 4, 2019