



## Speech-Language Pathologist

Reports To: Building Principal and Special Services Director

### **SUMMARY**

Speech-language pathologists (SLPs) work to prevent, assess, diagnose and treat speech, language, social communication, cognitive-communication and swallowing disorders in children and adults.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participate in school-wide hearing screenings
- Conduct appropriate general screenings and evaluations to determine speech-language needs of at-risk students or when a referral is received and complete evaluation reports
- Participate in multi-disciplinary meetings following evaluations
- Conduct and/or participate in Individual Education Program (IEP) meetings and assist in writing IEPs
- Prepare a schedule and provide appropriate therapy for each child's individual needs to accomplish the IEP goals and objectives
- Serve as a consultant/resource person for speech/language and communication concerns to the classroom teachers
- Maintain open communication with parents and teachers through meetings, letters, e-mail and telephone calls
- Participate in parent/teacher conferences
- Maintain files of current information on students and their levels of progress
- Complete reports or other documentation as required or requested in a timely fashion
- Be available to work with some identified students during summer school as needed per IEPs
- Keep the Administrator and Director of Special Services informed of student needs in the respective schools
- Coordinate communication disorder evaluations with other agencies if needed
- Seek continuing education or professional development which aligns to district goals; attend workshops, conferences and classes that will increase knowledge and expertise in education as well as the area of speech-language pathology
- Demonstrate high standards of professionalism and ethics
- Perform other duties as assigned

### **QUALIFICATIONS**

- **Education:** Bachelor's Degree or higher from an accredited college or university with emphasis in speech-language pathology.
- **Language Skills:** Ability to respond to common inquiries from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Suite, email and standard office equipment.
- **Other Skills and Abilities:** Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, District staff and members of the community. A strong knowledge of special education rules and regulations. Ability to exercise mature and professional judgment while dealing with others and working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to seek cooperative working relationships with district staff, participate in planned meetings and district trainings, as well as grow professionally. Maintain confidentiality of information concerning colleagues, students and parents.
- **Certificates, Licenses, Registrations:** Current license from the Wyoming Professional Licensing Board as a Speech-Language Pathologist is required. Seclusion and Restraint certification is also required, which will be provided by the District. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is generally performed in an administrative office setting, requiring the frequent use of communication equipment and computers. Need to have the visual acuity and stamina to work at a computer frequently. This position will require some travel around the District.

Performing the job duties of this position require the following physical demands: Some lifting, carrying, bending, stooping, kneeling and sitting. The employee may encounter situations where students are physically aggressive and verbally abusive. This may require physical interaction between the employee and student. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for the safety, well-being and/or output of students.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.