



## SPEECH AND LANGUAGE CLINICIAN JOB DESCRIPTION

### JOB INFORMATION

<b>TITLE:</b>	Speech and Language Clinician	
<b>EMPLOYEE GROUP:</b>	Professional	<b>ADDITIONAL JOB CODES:</b> 309
<b>SHIFT:</b>	Per Contract	
<b>TERM OF EMPLOYMENT:</b>	Per Contract	
<b>HOLIDAYS:</b>	As Per School Calendar	
<b>LOCATION(S):</b>	As Assigned	
<b>RATE OF COMPENSATION:</b>	Per Contract	
<b>FSLA:</b> Exempt X	Non-Exempt _____	
Last Edited On:	11/30/2017	Board Approval Date: 01/15/2018

### ORGANIZATION

**DEPARTMENT:** Professional

**REPORTS TO:** Director of Pupil Personnel and the  
Assistant Director of Special Education

### JOB SUMMARY & QUALIFICATIONS

#### SUMMARY

The Speech and Language Clinician will provide a comprehensive program of assessment and therapy to school age students, and these services will be provided as an integral part of the prescribed developmental and educational program for the child/student. In addition, the Speech and Language Clinician will function as a resource and consultant to the staff of the Big Spring School District and to community agency personnel in matters pertaining to the development of communication skills and implications of a speech and language disability. The Speech and Language Clinician will support and adhere to federal and state regulations and standards for special education and Big Spring School District policies.

#### QUALIFICATIONS

- Possess a Bachelor's Degree in Speech Pathology, Special Education or a related field.
- Possess an Educational Specialist I certificate as a Speech and Language Clinician as validated by the Pennsylvania Department of Education.

### ESSENTIAL FUNCTIONS

#### RESPONSIBILITIES

- To conduct speech and language screenings for referred students as part of Child Study Team or Response to Intervention procedures.
- To provide a comprehensive evaluation of speech and language skills as part of the multidisciplinary team evaluation/re-evaluation for referred and enrolled children / students.

## Speech and Language Clinician

- c. To participate as a member of the Individualized Education Program planning team providing recommendation for instruction in the areas of speech and/or language.
- d. To prepare and adhere to a therapy/building schedule.
- e. To provide a program of speech and language therapy to meet the identified speech and language needs of children/students with a speech and language disability.
- f. To complete required reports and records to established standards and within designated timelines.
- g. To act as a consultant and resource to school district, agency personnel, parents, and families regarding speech and language development and the implications of a speech and language disability and therapy.
- h. To recommend assessment instruments, instructional materials, and equipment for purchase by the school district.
- i. To request purchase orders for equipment, instructional materials, and other items as needed.
- j. To work cooperatively with other Big Spring School District staff in the provision of an integrated approach to therapy/instruction, including the use of augmentative communication assistive devices.
- k. To report on child progress as per District requirements.
- l. To meet, as needed, parents/guardians/family members to confer on child/student progress.
- m. To work cooperatively with and as appropriate and approved by the supervisor with area agencies and medical facilities.

## MISCELLANEOUS RESPONSIBILITIES

- a. To maintain a base of current information in the field of speech and language development and communication disorders to facilitate the delivery of a quality and comprehensive clinical program.
- b. To read, on a regular basis, current professional literature available in the area of communication disorders.
- c. To attend conventions, workshops, and in-service programs offering information on communication development and disabilities.
- d. To attend and participate in staff and team meetings as appropriate.
- e. To perform other duties as directed by the Director of Pupil Services of Schools, the Assistant Supervisor of Special Education and/or administration.

## WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

## ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

## PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

## SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.

- c. Ability to speak clearly and distinctly.

### **TEMPERAMENT**

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

### **COGNITIVE ABILITY**

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

### **SPECIFIC SKILLS**

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

### **LICENSE**

- a. Valid Driver's License

### **COMMENTS**

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

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

*The Big Spring School District is an equal opportunity employer.*