MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Speech and Language Pathologist
Department / Location:	Student Services / School Building
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	September 30, 2025
Board Approved:	November 11, 2025

Position Summary

Under the direction of the Building Principal and the Director of Student Services, the Speech and Language Pathologist provides prevention, assessment, and remediation services for students who exhibit difficulties in the areas of language, speech, voice, and fluency. These services are designed to help students meet their educational goals.

Essential Functions and Responsibilities

1. Conduct comprehensive speech and language evaluations for students referred due to suspected communication disorders.
2. Provide direct and indirect speech and language services as specified in each student's Individualized Education Program (IEP).
3. Collaborate with school staff and/or parents to plan and implement ~~activities~~ therapeutic programming to promote the development of speech and language skills and the transfer of those skills to support student's rightful presence in classroom and community settings.
4. Develop and implement IEPs for students who require speech and language services.
5. Serve as Case Manager for assigned students.
6. Consult regularly with teachers, school administration, parents and others, as appropriate, regarding students' communication skills.
7. Collaborate with school staff and/or parents in developing, implementing, evaluating and maintaining speech and language interventions.
8. Consult and collaborate with medical, social services and other community providers, as appropriate.

9. Coordinate the delivery of speech and language services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive services to students.
10. Continue to maintain and improve professional competence and maintain appropriate certifications and training hours as required.
11. Complete necessary administrative paperwork including Medicaid billing and other mandated documentation.
12. Provide support for Augmentative and Alternative Communication (AAC) systems and devices, including assessment, programming, and training for students and staff
13. Comply with applicable district, state, local and federal laws, rules and regulations.
14. Attend work regularly.
15. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Working knowledge of the principles, practices and ethical standards of Educational Speech and Language Pathology.
2. Knowledge of relevant state and federal laws, rules and regulations and applicable district policies.
3. Ability to consult with school personnel in developing and implementing effective speech and language interventions for students.
4. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
5. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

Working Conditions

1. Classroom/school environment.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a

copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Experience and/or training working with speech and language students at various age levels preferred.
2. Experience with differentiating instruction preferred.
3. Experience working with diverse learners and supporting culturally responsive and inclusive best practices preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Speech and Language License (1820), or eligibility to obtain appropriate license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.