

**HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: SPEECH LANGUAGE PATHOLOGIST

File 305

Reports to: Director of Special Needs and Services

Job Objective: Facilitates the identification and remediation of communication disorders to help students achieve maximum benefit from the educational program. Facilitates parental involvement.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Valid state board of speech-language pathology and audiology license.
 - Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with skills essential to the objectives of the position.
 - Training and/or experience in behavioral management techniques.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Facilitates the effective planning, delivery, and ongoing improvement of speech/language services.
- Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Refers district policy questions to administrators.
- Consults with district staff to identify ongoing/emerging speech/language needs of students.
- Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Facilitates compliance with legal mandates.
- Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.
- Obtains informed consent before providing services. Administers diagnostic tests. Interprets results. Provides recommendations that facilitate student participation in appropriate learning activities. Helps the family/student understand how services relate to the educational program.
- Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
- Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).
- Performs follow-up activities with students who have not passed earlier screening procedures.
- Develops a service schedule. Provides consultation and therapeutic intervention services.
- Uses a variety of service delivery models to treat and/or address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.). Monitors the efficacy of interventions.
- Provides information about techniques to help families assist student with activities at home.
- Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).
- Complies with federal/state policies/procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Works with staff to help ensure that services are provided in the least restrictive educational environment.
- Serves as a resource to classroom teachers. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
- Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.
- Documents student progress. Ensure the accuracy of records. Prepares an end-of-the year recommendations for each student served.
- Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
- Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
- Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Helps facilitate community participation in activities that enhance student learning.
- Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.

- Consults with support personnel and families to address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
- Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.
- Inspects program equipment to ensure that it is ready when needed. Works with the administration to schedule repairs by outside vendors. Maintains repair records. Evaluates the relevance of new technology. Recommends program purchases. Prepares inventories as directed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised: September, 2009

I have received a copy of this job description for my present position.

Signature

Date