



POSITION DESCRIPTION

JOB TITLE: TEACHER – SPEECH PATHOLOGIST Job Class: 5105		
DATE	DEPARTMENT OR SCHOOL Various	DIVISION
BARGAINING UNIT: MTEA		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: The basic function of the speech language pathologist is the professional application of the principals, methods, and procedures for the assessment, prognosis, counseling, instruction, habilitation, or rehabilitation related to the development and disorders of speech, voice, or language production and comprehension.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. **ASSESSMENT:** Select appropriate test instruments for differential diagnosis of speech and/or language impairments; analyze and interpret data gathered during assessment for all students referred to the IEP Team; report the speech, language and hearing function of a student; apply state and local eligibility criteria at the IEP Team level; interpret a student's speech and/or language needs to school personnel and parents and assist with the development of an IEP to Team meetings for reevaluations in accordance with departmental procedures; complete screenings and referrals as a result of Child Find requests; participate in school Collaborative Support Team meetings to address intervention strategies for students with learning concerns; and conduct a yearly screening of all K5 children as part of district wide hearing conservation program.
2. **INTERVENTION:** State, measure, and modify treatment outcomes of goals/benchmarks using procedures specific to a student's speech and/or language needs; coordinate and conduct IEP meetings involving staff and parents; report progress of therapy goals/benchmarks to parents, teachers, and support staff as required; determine possible program change eligibility and make referrals as appropriate; support least restrictive environment by providing a continuum of service delivery options; and plan intervention strategies to be used by speech pathology paraprofessionals as needed.
3. **CONSULTATION/COLLABORATION AND RECORD KEEPING:** Plan and conduct teacher/child/parent conferences; assess, select, develop, and provide services supporting the use of augmentative and alternative communication systems as needed; participate in university teacher training programs on a voluntary basis for student teachers and observers; attend monthly departmental meetings and special in-services; share information and ideas with colleagues through state, local and national professional organizations; provide

supervision, on a voluntary basis, of the Clinical Fellowship Year for colleagues seeking to earn the Certificate of Clinical Competence; maintain DPI license; and daily billing of Medicaid for all student contact services performed; and participation in other data collection as requested.

4. SUPERVISION: Reports to the Program Administrator through the Special Education Supervisor/LEA Supervisor in all activities related to Special Education and to the school principal for daily functioning. Employee performance evaluation is conducted by the major school principal, with input from principal(s) in any additional sites, as well as, input from the Special Education Supervisor/LEA Supervisor.
5. Actively supports the MPS Strategic Plan.
6. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.