



Houston County Board of Education

Job Description

Certified Positions

Job Title <u>Speech/Language Pathologist</u>	Job Code <u>480</u>
Department/Location <u>Student Services</u>	FLSA Status <u>Exempt</u>
Reports To <u>Director of Special Education</u>	Date <u>November 5, 2006</u>

Summary and relationship to the curriculum: This position provides speech therapy and consultations for students to achieve success in the educational setting in accordance with the system mission.

Essential Duties and Responsibilities:

1. Provides effective therapeutic service according to established program guidelines and through appropriate service deliver models.
2. Monitors and reviews Individual Education Program (IEP) of each special education student on the caseload, at least annually.
3. Maintains accurate and descriptive records on all students on caseload.
4. Completes designated follow-up procedures for students referred for special education service.
5. Works with parents in all aspects of their child's educational program and facilitate improved communication skills.
6. Provides appropriate speech/language screening and diagnostic service.
7. Collaborates with regular education and/or special educators on an ongoing basis.
8. Refers students to other specialists as needed.
9. Assures all due process procedural safeguards are afforded students and their parents.
10. Uses special methodology for instruction, according to the population needs.
11. Stays informed on new techniques and methods.
12. Uses carefully designed behavior management strategies, as indicated.
13. Administers, on an on-going basis, evaluations of student progress toward mastery of established goals and objectives specified by system recommended program report guidelines.

14. Serves as a resource to the regular education teachers and administrators regarding the needs of all communicatively handicapped children.
15. Assumes any other duties as assigned by Program Specialist for Speech and Language, Director of Special Education or the Assistant Superintendent for Student Services.

Qualifications: 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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) **Education and/or Experience:** Master's degree in Education or related field.
- b) **Certificate or License Required:** Valid Georgia Professional Certificate in the Speech and Language Pathology as issued by the Professional Standards Commission.
- c) **Language Skills:** Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and group situations to students, parents, school personnel, and administrators.
- d) **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole number, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- e) **Reasoning Ability:** Ability to apply commonsense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a many variables in standardized and non-standardized situations.
- f) **Technical Ability:** Must have considerable knowledge of Microsoft Office Products. Familiarity with interoffice applications preferred.
- g) **Customer Service Skills:** Must be able to interact effectively with colleagues, administrators, teachers, staff members, students using tactful yet effective skills.

Professional Requirements: Must serve as a role model to students. Desirable personal characteristics are required. Appropriate dress and grooming consistent with established standards required. Must be at work on time. Must meet attendance standards. Must conduct activities safely.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand, and lift. Occasionally, the employee must crouch or kneel. The employee must be able to exert or lift up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Frequent travel involves exposure to traffic and outdoor elements.

Confidential Data Exposure: The nature of this position entails exposure to confidential data. Confidentiality must be held regarding financial and personal information.

Additional Requirement: Must be a work on time. Must meet attendance standards. Must conduct activities safely.

Prepared By Dr. Ruth O'Dell Date November 5, 2006

Approved By Board of Education Date March 13, 2007

Revision Dates: 03-13-07