



# Job Description

## Columbus School District

200 West School Street

Columbus, Wisconsin

<b>Job Title</b>	Speech & Language Pathologist
<b>Job Reference #</b>	3.08
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Master's Degree as a Speech and Language Pathologist.</li> <li>2. Certification by the Department of Public Instruction.</li> </ol>
<b>Reports to</b>	Student Services Director and Building Principals
<b>Coordinates with</b>	School District Staff
<b>General Functions</b>	Focus on helping students with a wide range of speech–language-related deficiencies or delays to meet performance standards. Work includes prevention, assessment, intervention, and program design efforts that are integrated within a school.
<b>Job Goals</b>	To help remediate communication disorders (speech, language, voice, and/or fluency disorders) that interfere with the individual student's ability to derive full benefit from the district's educational program.
<b>Performance Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Services children ages 3-21 having an identified Special Education Need or Related Service Need in the area of speech and/or language.</li> <li>2. Provides a thorough assessment and diagnosis of speech, voice, fluency, and language disorders.</li> </ol> <p>Participates as an Individual Education Plan (IEP) Team Member in gaining a description of a student's needs and identifying possible program modifications and services which may address these needs.</p> <p>The assessment/diagnostic process consists of testing, data analysis and interpretation, recommendation generation, report writing, and reporting results to members of the IEP team and parents.</p> <ol style="list-style-type: none"> <li>3. Completes required paperwork in a timely manner, including IEP's, evaluation reports, and other required information.</li> <li>4. Assists in providing yearly pre-school screening to identify children who may have a speech and language disability requiring special services of a speech and language pathologist.</li> <li>5. Assists in appropriate referrals of individuals to agencies and specialists in the community as appropriate. Works cooperatively</li> </ol>

with outside agencies to coordinate services and best meet the individual needs of students.

6. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
7. Compiles case history data on those cases where additional family history, health history, early developmental history, and environmental history are deemed appropriate.
8. Provides therapy/intervention programs to meet individual needs of children with speech and/or language disabilities. Meets with student as specified in their IEP for remediation of identified needs, in either individual, small group or large group therapy settings.
9. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language disabilities.
10. Consults with classroom teachers and other school staff members (i.e. psychologist, reading specialist) to discuss progress of individual students and determine the match/mismatch between curriculum/ classroom expectations, task content, teaching/presentation style, language of instruction used, and response modes, etc., in the environments in which the student is expected to perform. Recommends strategies, techniques, and activities for effective carryover/transfer and maintenance of skills learned in speech and language therapy to the classroom setting.
11. Serves as a resource to school staff members in the development of a program for the remediation of speech and language disabilities.
12. Provides in-service education and serves as a consultant to teachers and school staff members on topics concerning speech and language development and enhancement.
13. Maintains thorough ongoing records required for the school district and outside agencies for the individual student receiving therapy.
14. Develops home programs for effective transfer and maintenance of skills learned in speech and language therapy. Provides demonstrations and explanations (verbal and/or written) for parents regarding effective techniques and activities to be used at home.
15. Provides information, support, and counseling to parents and families when appropriate.

	<p>16. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.</p> <p>17. Prepares annual budget for speech and language therapy services.</p> <p>18. Attends various meetings on a regular basis such as Parent-Teacher conferences, Individual Education Plan (IEP) meetings, Cooperative Educational Service Agency (CESA) meetings for area speech and language pathologists.</p> <p>19. Keeps up-to-date on professional advances, intervention trends, and research in the field of speech/language therapy.</p> <p>20. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with District Policy &amp; Regulation 3122 throughout his/her employment in the District.</p> <p>21. Staff member shall serve as a positive role model.</p> <p>22. Performs such other duties as may be assigned.</p> <p>23. Completes the following required trainings: Child Maltreatment, Seclusion and Restraint, Non-Violent Crisis Intervention Training, Basic Medication, Ear Medication, Oral Medication, Topical Medication, Reporting of Threats, Blood Borne Pathogens and any other trainings necessary to perform your job as required by your supervisor.</p>
<p><b>Working Conditions</b></p>	<p><b>Work Environment</b></p> <ol style="list-style-type: none"> <li>1. Classroom/school environment.</li> <li>2. Travel between buildings may be required.</li> </ol> <p><b>Physical Tasks</b></p> <ol style="list-style-type: none"> <li>1. Must be able to converse with administrators, staff, parents, and public and must be able to exchange accurate information with such individuals.</li> <li>2. Must be able to sit or stand for prolonged periods.</li> <li>3. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.</li> <li>4. Must be able to move throughout the building and from building to building.</li> <li>5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.</li> <li>6. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.</li> </ol>

	<ul style="list-style-type: none"> <li>7. Must be able to review written materials in print and electronic formats.</li> <li>8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.</li> </ul>
<b>Duration of Assignment</b>	Salary and work year to be established by the Board.
<b>Evaluation</b>	Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.
<b>Approved:</b>	02/07/1983
<b>Revised:</b>	01/27/2004, 12/09/15, 12/11/17, 07/27/18

Receipt of Job Description: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature