**Job Title:** Speech-Language Pathologist **Exemption Status:** Exempt/Professional

**Reports to:** Director of Special Education **Date Revised:**

**Dept./School:** Assigned Campus(es)

# Primary Purpose:

Plan and provide speech-language pathology services to students with speech, voice, or language disorders. Assess students and provide therapeutic intervention to eliminate or reduce problems or impairments that interfere with their students’ ability to derive full benefit from the educational program. To provide each child with a speech and/or language impairment an individualized education program that will enable such child to reach the maximum potential in speech and/or language development.

# Qualifications:

Education/Licensure:

Master’s degree in speech-language pathology from an accredited college or university

Valid School Service Personnel License

Valid Tennessee Speech-Language Pathologist License

Special Knowledge/Skills:

Ability to use the accepted tests and measurements to assess communication disorders and conditions

Knowledge of evaluation, habilitation, and rehabilitation of speech-language disorders and conditions

Ability to instruct and manage student behavior

Excellent organizational, communication, and interpersonal skills

Experience:

One year supervised clinical speech-language pathology experience

# Essential Duties and Responsibilities

# The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

* Works cooperatively with members of the multi-disciplinary team to meet individual student needs in their least restrictive environment.
* Supervises assigned Speech-Language Teachers according to Tennessee and ASHA guidelines for SLP supervision of SLP-As. An SLP must document weekly at least 10% of direct supervision to the Speech-Language Teacher for total time of speech language services as assigned to the SLT. Indirect supervision will be determined by the SLP based on the skill level of the SLT/SLP-A.
* Completes observations of each child for particular strengths and weaknesses using a battery of checklists and narratives adopted for the purpose.
* Conducts speech and/or language articulation and/or hearing screenings as required.
* Conducts formal and informal articulation and/or language assessments and data collection in order to determine eligibility for services, present levels of performance, and/or progress on IEP goals.
* Supervises formal assessments conducted by Speech-Language Teachers who are currently enrolled in a Graduate Speech Pathology program that requires diagnostics in their academic preparation.
* Implements the individual education program for each child using a variety of teaching techniques.
* Works cooperatively with classroom teachers who have exceptional children in regular classes, and interpreting the abilities and disabilities of these students to the entire staff.
* Assesses the child periodically to check progress and to make required changes in the program.
* Conferences with parents regarding the speech/language problems of students.
* Undertakes continuing professional study in the education and assessment of exceptional children.
* Keeps accurate, up-to-date records pertinent to the program for exceptional children.
* Meets and instructs assigned classes in the locations and at the times designated.
* Plans a program of study in collaboration with the certified SLT that meets in the individual needs, interests and abilities of the students.
* Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
* Prepares for classes assigned and shows written evidence of preparation.
* Establishes clear outcomes for all lessons, class work, and projects. The outcomes are communicated to students.
* Supports the program of study, using a variety of instructional techniques, instructional media and technology.
* Serves as a model for the district’s mission, vision and goals.
* Assesses the progress of students on a regular basis and provides progress reports as required.
* Recognizes suspected disabilities of students and seeks the assistance of qualified personnel.
* Takes all necessary and reasonable precautions to protect students, equipment, materials, facilities, and confidentiality of records.
* Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
* Assists administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
* Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so.
* Attends and participates in staff meetings and serves on staff committees.
* Maintains a standard of performance and conduct as required by state law, local board of education and community expectations.
* Supervises pupils at school related functions to include on and off campus activities.
* Maintains professional competence through in-service education activities.

**Additional Job Functions**

Performs other duties as required

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

**Minimum Training and Experience Requires to Perform Essential Job functions:**

* A Master’s degree in Speech Language Pathology from an accredited college or university.
* Obtain and maintain a valid Tennessee Health Board License with the appropriate endorsement within two years of employment as an SLP.
* Successful practicum experience if applicable.
* Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Knowledge of Job**

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statues, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergencies, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

**(ADA) Minimum Qualifications or Standards Required To Perform Essential Job Functions**

**PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:**

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information, includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY;**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgements in absence of supervision.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determines time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:**

Requires the ability to inspect items for proper length, width, and shape visually.

**MOTOR COORDINATION:**

Requires the ability to coordinate hands and eyes in using automated office and departmentally related equipment.

**MANUEL DEXTERITY:**

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:**

Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear (talking- expressing or exchanging ideas by means of spoken workds) (hearing – perceiving nature of sounds by ear).

# Supervisory Responsibilities:

May direct and monitor the work of speech-language pathology assistant(s) or speech aide(s).

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by Date