

Cottonwood Joint School District No. 242

**Speech/Language Pathologist
Job Description**

QUALIFICATIONS:

1. As established by state certification requirements.

REPORTS TO: Special Education Director, building Principal and the Superintendent.

JOB GOALS: To help reduce or eliminate communication disorders that interfere with the individual student's ability to derive full benefit from the District's educational program. The Speech/Language Pathologist shall carry out the following performance tasks:

A. INSTRUCTIONAL RESPONSIBILITIES

1. Assist the assigned school staff in the referral process; help to determine the need for comprehensive evaluation.
2. Initiate referrals to special services, if necessary.
3. Provide early screening services in an effort to identify entering and new to the District students with speech, hearing or language disorders.
4. Assess communication skills and pinpoint specific disorders.
5. Actively participate in Child Study Team meetings on those students administered a speech, hearing or language evaluation.
6. Select and use appropriate equipment and materials while developing and carrying out IEP.
7. Assist regular classroom teacher in the transfer of newly acquired communication skills to the classroom.
8. Continually evaluate student progress during the school year to determine present needs and future program direction.
9. Use behavior and environmental control techniques effectively to increase appropriate behaviors and decrease inappropriate behaviors.
10. Seek new and appropriate instructional methods and materials.

B. MANAGEMENT RESPONSIBILITIES

1. Maintain a record-keeping system which will document individual student progress toward IEP goals.

2. Maintain accurate, complete and correct records as required by law, District policy and administrative regulations.
3. Manage instructional assistant time efficiently.
4. Use student records properly.

C. COMMUNICATION RESPONSIBILITIES

1. Present information clearly in both oral and written form.
2. Confer with colleagues, administrators and/or parents.
3. Help parents implement home intervention, as appropriate, and assist in the transfer of newly acquired communication skills to the home situation.
4. Work with regular and special education staff in developing and implementing preventive language enrichment/intervention programs in the classroom.
5. Work with other agency personnel in the establishment and maintenance of an effective hearing conservation program.
6. Participate in the group decision-making process.
7. Be professional and confidential with student records.

D. PROFESSIONAL RESPONSIBILITIES

1. Exhibit consistent application of rules and regulations.
2. Attend staff meetings and serve on staff committees.
3. Carry out responsibilities of a faculty member in a positive professional manner.
4. Contribute to the decision-making process and cooperate in the implementation of group decisions.
5. Accept shared responsibilities in and out of the classroom during the school day.
6. Adhere to and enforce school law, state board regulations, Board policy, established administrative procedures and the Professional Code of Ethics.
7. Inform District personnel and community members about the Speech and Language Program and Special Services functions.

E. LEARNING ENVIRONMENT RESPONSIBILITIES

1. Respect individual student rights and confidentiality.
2. Provide positive verbal and nonverbal feedback.

3. Provide opportunities for students to express themselves.
4. Model positive verbal and nonverbal influence on students.
5. Provide an atmosphere in which students are motivated to remain on task and are expected to reach curriculum goals.
6. Provide written procedures for classroom management and expected student behavior.

F. Perform such other duties as may be assigned.

TERMS OF EMPLOYMENT: The contract shall be for four days a week during the school year. Extended contracts may be assigned by the administration. The salary shall be commensurate with the employee's appropriate place on the approved salary schedule.

EVALUATION: Performance of the Speech and Language Pathologist will be evaluated in accordance with provisions of the Board policy on evaluation of professional certificated employees.