

**HAMILTON LOCAL SCHOOLS  
JOB DESCRIPTION**

**Position:** Speech/Language Pathologist

**Reports to:** Director of Special Education

**Employment Status:** Regular/Full-time

**Classification:** Certified

**FLSA Status:** Exempt

**Description:** Identifying, evaluating, and providing therapy to students with speech/language delays.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Identify children with speech and language handicaps
- Diagnose and complete appraisal of specific speech and/or language handicaps
- Provide speech and language services for speech and/or language handicaps
- Maintain appropriate written records and reports (MFE, IEP) that specify diagnosis, therapy plan, and progress of identified students.
- Documenting services and submitting Medicaid reimbursement billing on a monthly basis
- Conduct mandated hearing screening
- Attend IEP meetings
- Follow individual student IEPs
- Ensure that the IEP goals/objectives for students are met
- Administer and score various tests for evaluation and diagnostic purposes
- Serve as a member of the IAT and IEP teams when requested
- Ensure safety of students
- Maintain accurate and complete records as required
- Provide classroom teachers with resource information
- Attend meetings and in-services as required
- Work with regular classroom teachers in transitioning of students
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Maintain and improve professional competence
- Maintain respect at all times for confidential information, e.g., case history
- Implement strategies to accomplish individualized program goals
- Regularly communicate with parents and administrators
- Requisition needed supplies and materials
- Be available for scheduled and nonscheduled conferences with parents when possible
- Promote good public relations by personal appearance, attitude and conversation
- Attend parent/teacher conferences
- Attend professional growth seminars, workshops, etc.

**Other Duties and Responsibilities:**

- Respond to routine questions and requests in an appropriate manner
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities

- Maintain respect, at all times, for confidential information, e.g., home and discipline situations, medical background and family history
- Perform home visits when possible or as needed
- Adhere to all master agreement articles, staff handbooks, Board of Education policies, and Ohio laws
- Conduct yearly surveys and evaluations if required and/or necessary
- Serve as a role model for students
- Interact with other departments and school personnel when necessary
- Perform other duties as assigned by the Superintendent or Director of Special Education

**Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Appropriate State of Ohio certification/license
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Record keeping skills
- Basic computer skills
- Knowledge of due process and other laws governing special education
- Ability to work in a team environment
- Ability to assess needs and write IEPs that provide for those needs
- Knowledge of special education state and federal guidelines

**Equipment Operated:**

- Computer
- Copy machine
- Fax machine
- Printer
- Telephone
- TV/VCR
- Calculator
- Cassette player/tape recorder
- Overhead projector
- Ellis machine
- Assistive technology

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to come to school on all scheduled workdays except calamity days
- Occasional interaction among unruly children
- Occasional requirement to travel
- Occasional evening/weekend/summer work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds, e.g., classroom materials and supplies
- Frequent requirement to sit, stand, walk, hear, see, read, crouch, kneel and stoop
- Occasional requirement to balance, climb and use color vision

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adoption date: February 8, 2016