

Elkhart Community Schools

Position Description

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| Position Title: | Masters Level Speech Pathologist | |
| Qualifications: | <u>Required:</u> Master's Degree. Clinical Fellowship Year applicants (CFY's) welcome to Apply; licensed by Indiana Professional Licensing Agency (IPLA). <u>Desired:</u> Certificate of clinical competence in speech language pathology. | |
| Department: | Student Services | |
| Reports to: | Director of Special Education Cheryl Waggoner | |
| Prepared by: | Cheryl Waggoner | |
| Approved by: | W. Douglas Thorne | Date: May 1, 2015 |

SUMMARY: To provide speech, language, and hearing services to students who are identified as having a communication disorder in Elkhart Community Schools. Supervises assigned speech pathology assistants (SPLA).

Essential Duties:

1. Cooperates with principals and staff to achieve system-wide objectives.
2. Works harmoniously with persons within the school system and the community at large.
3. Provides speech, language, and hearing evaluations to referred students who reside and/or are enrolled in Elkhart Community Schools, in accordance with state law and local practices.
4. Prepares written reports of speech, language, and hearing assessments.
5. Consults with parents, teachers, and staff to help in meeting student needs.
6. Confers with parents to collect or disseminate information regarding student needs.
7. Participates in case conferences.
8. Helps in preparing the written conference report and, when required, the Individual Education Plan.
9. Holds conferences with teachers, principals, and other school personnel to interpret evaluation results and make recommendations.
10. Reviews and interprets pertinent reports and information maintained on students.
11. Provides direct intervention services to address speech, language, and hearing needs of students identified as eligible for such services due to having a communication disorder.
12. Screens all students in selected grades for hearing disorders. Administers further audiometric examinations to students whose hearing screening results are of concern. Refers students with moderate or severe hearing losses to medical personnel.
13. Provides formal and informal in-service training to school staff members.
14. Communicates with community agencies as needed.
15. Refers students and/or families for needed services to appropriate personnel and/or agencies.
16. Interprets the role of the speech pathologist to fellow educators, administrators, students, parents, and the general public.
17. Participates in conferences and professional meetings to keep abreast of current literature and research.
18. Provides lessons on language, listening, and speaking to kindergarten classes as requested by appropriate personnel.
19. Performs such duties and assignments as requested by the Director of Special Education, and the building principal.
20. Serves as member and consultant to system-wide committees.

Supervisory Responsibilities:

Supervises students.

Qualification Requirements:

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.

Education and/or Experience:

Required: Master's Degree. Clinical Fellowship Year applicants (CFY's) welcome to Apply; licensed by Indiana Professional Licensing Agency (IPLA). **Desired:** Certificate of clinical competence in speech language pathology.

Certificates, Licenses, Registrations:

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Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, teachers, administrators, and the general public.

Mathematical Skills:

Ability to perform basic mathematical operations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to utilize mathematical skills involved in standardized testing.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical evaluation tools and to deal with several abstract and concrete variables.

Other Skills and Abilities:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement evaluation services based on school objectives and the needs and abilities of referred students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

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 stand, walk, sit, and talk or hear. The position requires the ability to operate a motor vehicle to get to and from assigned buildings. Specific vision abilities required by this job include close vision.

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 this environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well being of students.

Terms of Employment:

Regular teaching contract, plus five days.

Salary:

According to existing salary schedule. Fringe benefits as per board policy.

Evaluation:

Evaluated by the Director of Student Services in accordance with Board Policies for certified staff evaluation.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.