

Imlay City Community Schools Position Description

Position Title:	Speech & Language Pathologist	
Department:	Consortium for Exceptional Children	
Reports To:	Building Principal; CEC Coordinator	
Approved By:	Superintendent	Date: May 2022

SUMMARY: To provide comprehensive speech and language service to students and their families. To serve as a member of diagnostic teams and as a member of educational planning and placement committees to provide assessment information. To consult with teachers, staff and parents to enhance their effectiveness in helping students. To provide support to other educational programs. Follow the rules and regulations as set forth by IDEA and the Michigan Administrative Rules for Special Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- ◆ Screen students for suspected speech and language impairments.
- ◆ Prepare and conduct Individual Educational Planning Committee Meetings.
- ◆ Prepare and implement individual student goals and objectives.
- ◆ Maintain on-going parent contact.
- ◆ Prepare schedules for service to students.
- ◆ Prepare reports for each student.
- ◆ Perform intensive evaluations in speech and language areas.
- ◆ Consult with teachers, administrators and outside agencies.
- ◆ Function as a team member.
- ◆ Participate in child study meetings as required.
- ◆ Serve as consultant to administration as needed.
- ◆ Attend special education staff meetings.
- ◆ Coordinate speech and language program with speech staff.
- ◆ Provide therapeutic support to students to address identified deficits.
- ◆ Align instructional support with State Grade Level Content Expectations.
- ◆ Assess the accomplishments of students on a regular basis and provide progress reports as required.
- ◆ Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulations.
- ◆ Perform other duties as directed by principal and/or Coordinator of Special Education.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, and volunteers.

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:

1. Bachelor's Degree and,
2. Master's Degree in Speech and Language Pathology and,
3. Meet the requirements as specified in the Revised Administrative Rules for Special Education as of October 2011

CERTIFICATES, LICENSES, REGISTRATIONS:

1. Speech-Language Pathologist License issued by the Michigan Department of Licensing and Regulatory Affairs, and,
2. Certificate of Clinical Competence (CCC) preferred.

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 staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts, uses problem-solving skills, and handle computer system-related tasks.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

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 frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 25 pounds such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific visual and auditory abilities required by this job include close vision such as reading handwritten or typed material, and hearing student responses and interactions. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 moderate to loud depending upon the activity in the particular part of the day and location. Duties are performed indoors and occasionally outdoors.

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.