



## Speech Clinicians - Harrisburg S D

### Job Description

#### JOB INFORMATION

Title: Speech Clinicians - Harrisburg S D

FLSA:	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
Employee Group:	Professional	
Shift:	Day	
LastEditedOn:	2/2/2018 10:38:39 AM	
LastApprovedOn:	1/1/1900 12:00:00 AM	

Locations: ☒ Building ☐ Central Office

#### ORGANIZATION

County: Dauphin  
 Entity: Harrisburg S D  
 Department:  
 Reports To: Director of Special Education

#### JOB SUMMARY

To diagnose speech and language disorders and provide direct and indirect services to students through assessment, planning, goal development and the provision of appropriate therapeutic intervention designed to support speech and language development.

#### Essential Functions

Essential Functions	% TIME
Develops, implements and assesses individualized education programs and participates in school wide implementation of a standards aligned system. Collaborates with classroom teachers so teachers can provide speech and language assistance to identified students. Provides direct individual or small group services to students as required by an individualized education program or Section 504 plan.	50%
Assesses, screens, and evaluates needs of students identified as needing speech and language evaluation. Effectively shares results with parents and educational staff, and participates in the eligibility determination process in accordance with federal, state and school requirements and best practice.	10%
Attends meetings and staff development programs as requested by the principal or other administrators. Participates in interdisciplinary staff conferences with District and community personnel. Serves on diagnostic team established within the District for purposes of identifying, assessing, and recommending placement and/or treatment of students needing speech and language services.	10%
Receives referrals from classroom teachers or other school staff. Seeks Permission to Evaluate from parent or guardian. Schedules evaluations upon receipt of signed Permission to Evaluate form.	5%
Uses appropriate and reliable assessment procedures, techniques, and standardized tests necessary for thorough and accurate diagnosis and assessment of student's functioning in the areas of speech and language.	5%
Maintains records and information concerning individual students in the prescribed confidential manner, using the records and information only for the purposes for which they are maintained, in accordance with FERPA guidelines. Ensures all documentation is complete and up to date. Creates lesson plans and instructs students at a level appropriate to the child, taking into account age, ability, growth and development.	5%
Establishes and maintains cooperative professional relationships with administrative and school staff.	5%
Possesses excellent oral and written communication skills; effectively plans and conducts teacher and parent conferences. Assists as a resource for special projects in developing programs in the areas of language and speech.	5%
Maintains professional competence and keeps abreast of new developments in the field through professional development education activities provided by the district or through self-selected activities. Uses technology as	5%

available and appropriate when working with students. Arranges for purchase of necessary instructional supplies for speech and language services and maintains an inventory of supplies.

***Performs other duties as assigned.***

***Performs in accordance with school policy, administrative regulations, state and federal laws.***

## QUALIFICATIONS

*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

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree	Science or Arts	X		

### Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Other Not Listed Above (certificated personnel)	Valid Pennsylvania certification for School Speech and Language Pathologist PreK-12.	X		

### Driver's License

X Valid Driver's License Required

## TRAVEL REQUIREMENTS

<i>Est. Amount</i>	<i>Brief Description</i>
5%	May require travel between district buildings

### Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

### Supervision

- ☒ No supervisory duties.

### Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

### Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.

## Temperament

- ☒ Ability to be respectful and empathetic.

## Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Must possess active listening skills.
- ☒ Must possess conflict mediation skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.
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## Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

*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.*

## Standard ADA Settings

Standard ADA Selection

Office  
**X Classroom**

Other(to include Physically Demanding Positions)

*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking		X			
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups		X			
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color		X			
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input type="checkbox"/>	Machines or tools used: Computer:					
<input type="checkbox"/>	Machines or tools used: Telephone					
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

Working Environment

*Working Condition*

- ☒ Typical Office Environment
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Typical classroom environment