

**LIMA CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>SPEECH LANGUAGE PATHOLOGIST</b>	<b>File 309</b>
<b>Reports to:</b>	Director of Special Education and Supervisor of Special Education	
<b>Job Objective:</b>	Facilitates the identification and remediation of communication disorders to help students achieve maximum benefit from the educational program.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid state department of education license/certificate appropriate for the position.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· A record free of criminal violations that would prohibit public school employment.</li><li>· Complies with drug-free workplace rules and board policies.</li><li>· Keeps current with advances in technology and workplace innovations that enhance productivity.</li><li>· Training and/or experience in behavioral management techniques.</li></ul>	
<b>Essential Functions:</b>	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Facilitates the effective planning, delivery, and ongoing improvement of speech/language services.</li><li>· Advances the district's professional image. Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns.</li><li>· Upholds board policies and follows administrative guidelines/procedures. Refers questions about district policies to administrators/supervisors.</li><li>· Consults with district staff to identify ongoing/emerging speech/language needs of students.</li><li>· Monitors education laws, rules, and regulations. Helps ensure that district policies/procedures support non-biased assessment/planning activities. Recommends procedures that facilitate compliance with legal mandates.</li><li>· Prepares the assigned assessment/consultation/treatment area. Requisitions supplies.</li><li>· Obtains informed consent before providing services. Administers diagnostic tests. Interprets results. Provides recommendations that facilitate student participation in appropriate learning activities. Helps the family/student understand how services relate to the educational program.</li><li>· Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.</li><li>· Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).</li><li>· Performs follow-up activities with students who have not passed earlier screening procedures.</li><li>· Develops a service schedule. Provides consultation and therapeutic intervention services.</li><li>· Uses a variety of service delivery models to treat and/or address speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.). Monitors the efficacy of interventions.</li><li>· Provides information about techniques to help families assist student with activities at home.</li><li>· Teaches skills that help students manage the learning environment (e.g., assistive technology, augmentative devices, use of instructional/media resources, access/proximity to activities, etc.).</li><li>· Follows federal and state procedures for the education of students identified as having a disability. Prepares and implements Individualized Education Plans (IEP). Works with staff to help ensure that services are provided in the least restrictive educational environment.</li><li>· Serves as a resource to classroom teachers. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.</li><li>· Facilitates opportunities for students with disabilities to participate in an inclusive educational environment. Implements behavior management and/or prescribed medical plans when required.</li><li>· Documents student progress. Ensure the accuracy of records. Prepares written progress reports at regularly scheduled intervals.</li><li>· Facilitates parental involvement. Consults with parents as needed (e.g., phone calls, notes, meetings, etc.). Coordinates/collaborates with community agencies as needed.</li><li>· Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and behavioral/performance standards.</li><li>· Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.</li><li>· Facilitates community partnerships and school-sponsored activities that enhance student learning.</li><li>· Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.</li></ul>	

- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Upholds the student conduct code. Implements effective pupil management procedures.
- Consults with support personnel and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Promotes the proper care and use of school property. Ensures that supplies and equipment are stored appropriately. Works with staff/students to address equipment safety and security issues.
- Inspects program equipment. Conducts a risk assessment and implements safety precautions. Ensures that program equipment is operational and available when needed.
- Recommends program purchases. Prepares inventories as directed.
- Maintains accurate records and submits reports and required paperwork on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Provides prompt notification of delays or absences.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Acts in accordance with the professional code of ethics.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work environment.
- Differentiates subtle variances in intonation, pitch, rhythm, and sound.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working  
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Lima City School District Board of Education.

The Lima City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events. Rev. 2/08