



## POSITION MANAGEMENT GUIDE

<i>Title:</i>	<b>Speech-Language Pathologist</b>	<i>Division Approval:</i>	2/10/2021
<i>Department:</i>	All Programs	<i>HR Approval:</i>	2/10/2021
<i>Reports to:</i>	Program Supervisor or Director	<i>Board Approval:</i>	10/14/2015
<i>Salary Schedule:</i>	LIUEA	<i>Revision Date:</i>	4/6/2021

### SUMMARY OF PURPOSE

This position provides evaluative, diagnostic, and ongoing assessment, and therapeutic speech-language services for designated students in schools/educational settings assigned to the therapist.

### ESSENTIAL REQUIREMENTS

- Pennsylvania Instructional Certificate in Speech and Language Impaired PK-12; OR Educational Specialist Certificate for School Speech and Language Pathologist PK-12, required
- Master's Degree in Speech-Language Pathology
- American Speech-Language-Hearing Association Certificate of Clinical Competence (ASHA-CCC) and Pennsylvania license, preferred

### ESSENTIAL FUNCTIONS

- Collaborates with a variety of teams or individuals (e.g., parents, teachers, other professionals, paraeducators, administrators, agency personnel, etc.) to address student communicative needs per established federal, state, and local regulations and guidelines.
- Assesses students' communication skills (e.g., articulation, fluency, voice, language, etc.) to identify communication disorders, determine eligibility for service, provide interventions and/or recommendations.
- Develops educational speech/language treatment plans, interventions, and/or materials for the purpose of minimizing the adverse impact of communication disorders in educational settings in compliance with established federal, state, and local regulations and guidelines.
- Instructs eligible students in the use of designated communication technologies (e.g., augmentative communication devices, etc.) for the purpose of minimizing the adverse impact of communication disorders in educational settings in compliance with established federal, state, and local regulations and guidelines.
- Instructs students' assigned school/educational team support personnel in the use of a communication plan, feeding plan, assistive device implementation plan, and techniques needed to implement the designed treatment plan (e.g., IEP, Learning Plans).
- Develops, implements, maintains, and documents a program of educational speech/language therapy (e.g., treatment plans, screening results, progress monitoring data, progress reports, billing information, attendance logs, etc.) to ensure the availability of required compliance information in accordance with established federal, state, and local regulations and guidelines.
- Provides speech/language therapy to students in a consistent and productive manner, and in compliance with established federal, state, and local regulations and guidelines.

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- Participates in meetings, workshops, and training opportunities (e.g., IEP meetings, team meetings, speech staff meetings, etc.) to learn and convey current information, to include provision of instructional trainings to parents, teachers, other educational or community groups.
- Continues professional development through independent research into resources and materials (e.g., evidence-based assessment tools, intervention techniques, methods, and devices, etc.) for the purpose of determining evidence-based approach for addressing students' communicative needs. Maintains ACT 48 hours and required licensure continuing education hours if Pennsylvania licensed in Speech-Language Pathology.

*DIVISION/ORGANIZATION*

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles and applies these principles to promote improvement within the Division.
- Performs other functions as assigned by the Division Director.

*SCOPE AND IMPACT*

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

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### ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the below boxes, the LIU is indicating its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations are available that will enable an otherwise qualified individual to perform the essential job functions.

**1. Following Directions**

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

**2. Communication - English**

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

**3. Functional Reading - English**

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

**4. Hearing**

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

**5. Seeing**

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

**6. Functional Math**

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

**7. Time**

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**8. Orientation (Familiarity with Surroundings)**

- ☐ Several Blocks from Building
- ☒ Building Only
- ☐ Work Area
- ☐ Room Only

**9. Mobility Skills**

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

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**10. Sitting**

- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

**9. Standing**

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

**10. Bending**

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

**11. Lifting**

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

**12. Reaching**

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

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*The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.*

Adopted by LIU Board of Directors: April 6, 2021