

ST. MARY PARISH PUBLIC SCHOOLS
SPEECH-LANGUAGE PATHOLOGIST JOB DESCRIPTION

POSITION: Speech-Language Pathologist

REPORTS TO: Principal, Coordinator of Special and Related Services, Director of Special Services or designee

TEMRS OF EMPLOYMENT: 9- OR 10-Month

SALARY RANGE: Salary in accordance with the approved St. Mary Parish Salary Schedule.

OBJECT/FUNCTION: 113/2152

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

QUALIFICATIONS : As set by the Louisiana Board of Elementary and Secondary Education in Bulletin 746, including a Master's Degree from a regionally accredited institution in the area of in Communication Disorders/speech-language pathology; a valid Louisiana teaching certificate or Ancillary Certificate issued by the Louisiana Department of Education as a Speech-Language Pathologist; licensed by the Louisiana Board of Examiners for Speech-Language Pathology and Audiology as a Speech-Language Pathologist or a Provisional Speech-Language Pathologist; American Speech-Language-Hearing Association Certificate of Clinical Competence; will accept Clinical Fellowship candidate. (can be accepted in place of 4)

METHOD OF EVALUATION: Performance will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

PERFORMANCE STANDARDS

To help reduce or eliminate speech and hearing disabilities that interfere with an individual student's ability to derive full benefit from the district's educational program.

1. Directly responsible for duties assigned by the Director of Special Education.
2. Responsible for the screening of children for speech and language concerns as referred by SBLC process.
3. Refer screening failures for comprehensive evaluations.
4. Serve as a master of diagnostic skills, procedures, techniques and instrumentation to assess and analyze the nature and severity of speech and language disorders in children.
5. Skillful in identifying learning problems in children and be knowledgeable of audiological evaluations.
6. Responsible for knowledge of normal language and speech development and the nature and etiology of speech, language and hearing disorders.
7. Skillful in the appropriate management procedures for re-mediation programs for children requiring speech, language or hearing services.
8. Responsible for the development of an individual education program for each student served.
9. Responsible for the compilation of state reports as required by the State Department of Education.
10. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
11. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.

ST. MARY PARISH PUBLIC SCHOOLS
SPEECH-LANGUAGE PATHOLOGIST JOB DESCRIPTION

13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the employee will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials and technology carts. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and hand-written documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

Signature_____

Date_____