

**WESTLAKE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** **SPEECH LANGUAGE PATHOLOGIST**

**File 16**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Provides speech and language services to help students benefit from the educational program.

**Minimum Qualifications:**

- Holds/maintains required state department of education credentials.
- Holds/maintains a valid state board of speech-language pathology and audiology license.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

**Essential Functions:**

**1. Evaluates students and helps design educationally relevant developmental programs as a collaborative member of the educational team.**

- Assists with program planning. Identifies opportunities to enhance student learning.
- Performs screening activities (e.g., child find, new students, grades designated by the board, etc.).
- Performs follow-up activities with students who have not passed earlier screening procedures.
- Conducts evaluations for non-public school programs.
- Collaboratively resolves problems that impede student learning. Helps develop and implement evidence-based interventions that produce tangible benefits within defined time-frames.
- Serves as the evaluation team case manager. Prepares draft reports and related documents (e.g., prior written notice, district forms, EMIS coding sheet, etc.). Synthesizes input from all sources. Communicates evaluation results clearly and effectively both orally and in writing.
- Completes Evaluation Team Reports (ETR) documenting assessment results, student strengths, needs, and implications for instruction by required deadlines.
- Writes/implements and documents Individualized Education Plans (IEP) goals and objectives according to need and baseline data. Explains IEP goals to parents and staff. Help stakeholders understand how therapy activities relate to the educational program.
- Interprets data, observations, norm-referenced and criterion-referenced test results to qualify students for speech-language services relevant to needs. Effectively manages the speech-language caseload (i.e., therapy schedules, parent/team meetings progress reports, etc.).
- Facilitates/supports the least restrictive environment for the placement of students with disabilities.
- Prepares and transmits legally compliant special education documents to parents and appropriate staff by required deadlines.
- Uses a variety of evidence-based treatment techniques to address speech/language disorders (e.g., expressive/receptive language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, pragmatics, etc.).
- Helps staff incorporate therapy goals into classroom activities.
- Teaches skills that help students manage the learning environment (e.g., use of assistive technology; augmentative devices; instructional/media resources; etc.).
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Provides families information to help students with therapy activities at home when requested.
- Documents student progress and prepares recommendations that comply with state requirements.
- Ensures accurate and timely completion of all required Medicaid reports.

**2. Exemplifies professionalism. Fosters goodwill to enhance the district's public image.**

- Acts in accordance with the ASHA/Ohio Board Code of Ethics, Scope of Practices for Speech Language Pathologist in Schools and *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.

- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance personal performance.**

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

**5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.**

- Implements effective student management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

**6. Performs other specific job-related duties as directed.**

- Helps implement workplace initiatives that advance organizational goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Westlake City School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements.