

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Speech Language Pathologist	Wage/Hour Status	Exempt
Reports To:	Campus Principal/ Special Education Coordinator	Date Revised:	5/30/17
Dept./School:	Special Education		

Primary Purpose:

The Speech/Language Pathologist (SLP) works with children who exhibit communication disorders in the areas of language, articulation, fluency and voice that adversely affect educational success.

Qualifications:

Education/Certification:

Master's Degree in Speech/Language Pathology

ASHA Certification, Texas licensure

Special Knowledge/Skills:

Working knowledge of federal laws, state guidelines and local district policies

Knowledge of diagnostic procedures, instructional and behavioral modifications and accommodations

Thorough knowledge of communication disorders including all areas of language, phonological processes, articulation, voice and fluency

Excellent oral and written communication skills

Experience:

Practicum or previous employment in public school setting (preferred)

Major Responsibilities and Duties:

Assume responsibility for the organization and operation of work within the area of supporting students and staff working with special education students following federal program guidelines as directed by the district and as specified in 34 Code of Federal Regulations §300.208 (a)(1)

Review each referral prior to evaluation to make sure the student records are complete, including parent permission. Request outside data as needed

Discuss the student's overall performance with the teacher

Secure services of district's special evaluation teams as needed

Facilitate case management through involvement with the building evaluation team meetings, consultation with parents and teachers, observation and IEPs

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Evaluate the language, articulation, voice, fluency, intellectual, academic, emotional, behavioral and/or adaptive behavioral functioning of referred students

Administer, score and interpret appropriate evaluation instruments based on district guidelines and the specific needs of the students

Determine eligibility of students for speech / language therapy services

Develop Full Individual Evaluations Reports and IEPs

Observe federal and state time lines for evaluations and written evaluation reports

Schedule, invite required participants, conduct and participate in ARD / IEP meetings

Develop and implement appropriate therapy goals and objectives

Conduct conferences with parents, students and teachers when needed to discuss concerns regarding the student's program

Assess progress at appropriate intervals and adjust program to allow for optimum speech / language development

Work collaboratively with teachers to develop therapy schedules, and provide ongoing support for students in the classroom

Keep accurate records of all contacts with parents and outside professionals

Maintain a file on each student, which meets federal and state requirements involving referral, testing, reporting, goals / objectives and current state of progress

Keep principal informed of the communication disorders program, schedule and individual student needs

Refer and accompany students when appropriate to monthly voice clinic conducted by ENT

Attend team meetings on campus and keep classroom teachers informed of the individual student's speech / language needs

Participate in campus evaluation teams as needed

View self as a vital member of the instructional team, working together with both general and special education staff

Articulate support of the district's special education program

Serve on campus committees as requested and appropriate

Keep informed of current issues in evaluation and treatment of communication disorders

Take the initiative to develop professional skills appropriate to job assignment

Attend scheduled SLP meetings and in-services

Develop and implement in-service / training programs for fellow SLPs, teachers and other district personnel

Consult with personnel from outside agencies

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Participate in the district’s “mentoring program” as needed for new SLPs

Obtain and use evaluative findings, including student achievement data to examine program effectiveness and develop appropriate instructional strategies

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, printer, copier and fax

Supervisory Responsibilities:

Supervise Clinical Fellowship Year for newly graduated SLPs as assigned; provide observational and student teaching opportunities for university students

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent districtwide and occasional statewide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 05-30-17

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____