

PLANO INDEPENDENT SCHOOL DISTRICT
Job Description

JOB TITLE: Speech Language Pathologist/ Preschool Evaluation Team	WAGE/HOUR STATUS: Exempt
REPORTS TO: Campus Principal/ Special Education Coordinator	PAY GRADE: 840
DEPT./SCHOOL: Beaty ECS	DATE REVISED: 11/11/08

PRIMARY PURPOSE:

The speech/language pathologist (SLP) evaluates children who exhibit characteristics of 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.
Willingness to execute written employment contract with Plano ISD

Experience:

Practicum or previous employment in public school setting desired but not required.

MAJOR RESPONSIBILITIES AND DUTIES:

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 campus monitoring and intervention team meetings, consultation with parents and teachers, observation and IEPs.

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 and teachers when needed to discuss concerns regarding the student's evaluation.

Work collaboratively with teachers to develop IEP goals and objective, and provide ongoing consultation for teachers 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.

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.

Participate in campus monitoring intervention team as needed.

View self as a vital member of the evaluation 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.

Abide by the Code of Ethics of ASHA.

Attend scheduled Preschool Evaluation Team and SLP meetings as well as inservices.

Develop and implement inservice / training programs for fellow SLPs, teachers and other district personnel.

Consult with personnel from outside agencies.

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.

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 district wide 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.

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. The Administration and/or supervisor have 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.

Approved by _____ Date _____

Reviewed by _____ Date _____