Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: Speech-Language Pathologist

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-time, Part-time
Certificated

REPORTS TO: Supervisor of Special Education

POSITION DESCRIPTION: Under general direction, the Speech-Language Pathologist (SLP) works to prevent, assess, diagnose, and treat a variety of speech and language disorders such as impaired articulation, fluency, voice and language impairments that are determined to adversely affect or have the potential to adversely affect a student's educational performance. The SLP develops and delivers specially designed therapeutic interventions to supplement a student's basic education program and assists them in accessing the curriculum. The SLP assesses student progress against instructional objectives; follows State mandated due process procedures; functions as IEP Manager to assigned students; and provides counseling and consulation to parents, students and teachers regarding speech and language impairments. The SLP assists the educational team in providing and maintaining a safe and nurturing learning environment for all students, and maintains high level of confidentiality of students, parents and staff.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- Master's degree or higher;
- Speech-Language Pathology license by the Ohio Speech and Hearing Professionals Board;
- Ohio Department of Education Pupil Services/School Speech-Language Pathologist License;
- Certificate of Clinical Competence (CCC) through American Speech-Language Hearing Association (ASHA) preferred;
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy;
- Ability to provide appropriate references;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance; and
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools).

ESSENTIAL FUNCTIONS OF THE POSITION:
The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Through screening and teacher referral process, identify those students having speech and/or language problems;

- Evaluate and diagnose speech and language disorders as related to educational, social, developmental and psychological factors;
- Administer multi-factored evaluations to each student who is being considered for the speech therapy program and provides speech and language assessment for the portion of the multi-factored assessment for students being considered for placement in other special education programs;
- Utilize diagnostic evaluation results in preparing an Individualized Education Program (IEP) for the remediation of speech-language problems;
- Elicit input from parents, counselors and others involved in student program development;
- Select students for habilitative services and provides appropriate therapy for students with communication disorders;
- Design, implement and maintain a speech-language therapy program which complies with state and federal mandates;
- Provide case management for the IEPs of assigned students;
- Provide ongoing evaluation of the student's performance in order to ascertain if therapy goals have been met or if modification of goals is needed;
- Assist the school in the prevention of communication disabilities;
- Assist students in the transfer of newly acquired skills to the classroom and the home by working with students, their teachers and parents;
- Provide appropriate in-service training programs for parents, teachers, administrators and/or other interested members of the community;
- Refer for medical or other professional attention if necessary for the habilitation of speech or language disorders;
- Maintain records as required by law, school policy and administrative regulations;
- Communicate student progress to parent/guardian and other school personnel in compliance with Federal, State and legal program policies and procedures;
- Participate in the development of programs and research;
- Work cooperatively with teachers to schedule time for related service evaluation and implementation;
- Develop schedules and lesson plans for the delivery of speech/language services;
- Provide consultation to educational team members and parents in SLP's areas of expertise in order to increase awareness and understanding of student's remediation program progress across school settings;
- Attend staff, IEP, behavior management, team evaluation, curriculum and other staff development meetings as necessary;
- Maintain open communication with the school district staff (administration) regarding the status of the speech-language therapy program (parent conferences, caseload, schedules, etc.);
- Maintain regular parent communication;
- Complete required paperwork in a timely fashion;
- Attend in-service programs or workshops related to maintenance of position;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;
- Maintain strict confidentiality regarding all district, personnel and student information;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and

- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Therapeutic interventions for students with communication disorders, alternative modes of communication; child development, public education, content standards, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Speech and Hearing Professionals Board and the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; provide consultation; collect and analyze data; plan; schedule; organize; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Instructional planning, lesson delivery, differentiation, assessment; effective communication; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:

Computer and/or tablet, printer, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, smart board, some hands tools, some appliances (i.e. washer, dryer, microwave, etc.), mobility equipment (i.e. wheelchairs, Hoyer lifts, etc.), communication devices, audiometer, tympanometer, and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:

Occasional: Stooping, kneeling, crouching/squatting, bending, twisting/turning, reaching above shoulders; repetitive hand motion, and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, typing/keyboarding, math, following directions and regulating emotions.

Continuous: Reading, writing, problem solving, concentration, attention to task, task completion, memory, hearing, seeing, and organizing/planning.

WORK ENVIRONMENT AND CONDITIONS:

Occasional: Exposure to fumes/airborne particles, inclement weather driving conditions; loud noise, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, and aberrant and dysfunctional behaviors which could be potentially harmful.

Frequent: Exposure to students with challenging behavior.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

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CLERMONT COUNTY EDUCATIONAL SERVICE CENTER

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date