

MONONA GROVE SCHOOL DISTRICT
Position Description

Position Title: Speech and Language Pathologist

Department/Location: School Building

Reports to: Building Principal and Director of Student Services

Employees Supervised: None

POSITION SUMMARY:

Under the direction of the Building Principal and the Director of Student Services, the Speech and Language Pathologist provides prevention, assessment, and remediation services for students who exhibit difficulties in the areas of language, speech, voice, and fluency. These services are designed to help students meet their educational goals.

PERFORMANCE RESPONSIBILITIES: This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Determine the eligibility and need for speech and language services.
2. Provide direct and indirect speech and language services as specified in each student's Individualized Education Program (IEP).
3. Plan and implement activities to promote the development of speech and language skills.
4. Develop and implement IEP goals and objectives for students who require speech and language services.
5. Serve as Case Manager for assigned students.
6. Consult with teachers, school administration, parents and others, as appropriate, regarding student's communication skills.
7. Collaborate with school staff and/or parents in developing, implementing, evaluating and maintaining speech and language interventions.
8. Consult and collaborate with medical, social services and other community providers, as appropriate.
9. Coordinate the delivery of speech and language services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive services to students.
10. Function as a member of the building-level Student Support Team for the purpose of reviewing referrals and determining appropriate actions.
11. Assess the speech and language functioning of students referred for special education evaluation.

12. Write comprehensive evaluation reports for students.
13. Continue to maintain and improve professional competence.
14. Maintain appropriate certifications and training hours as required.
15. Comply with applicable district, state, local and federal laws, rules and regulations.
16. Attend work regularly.
17. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as required.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

QUALIFICATIONS:

Experience, Training, and Licensure

1. Valid Wisconsin Department of Public Instruction Speech and Language License (1820), or eligibility to obtain appropriate license upon hire required.
2. Experience and/or training working with speech and language students at various age levels preferred.
3. Experience with differentiating instruction preferred.
4. Experience working with diverse learners and supporting culturally responsive practices preferred.

Knowledge, Skills, and Abilities

1. Working knowledge of the principles, practices and ethical standards of Educational Speech and Language Pathology.
2. Knowledge of relevant state and federal laws, rules and regulations and applicable district policies.
3. Ability to consult with school personnel in developing and implementing effective speech and language interventions for students.
4. Knowledge of current trends, theories and technologies pertaining to learning and instruction.
5. Knowledge of assessment procedures and techniques, test construction and evaluation methods.
6. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
7. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
8. Excellent verbal and written communication skills.

WORKING CONDITIONS:

Work Environment

1. Classroom/school environment.

Physical Tasks

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Disclaimer: This position description is subject to change at any time.

Board Approved: February 8, 2017