

JOB DESCRIPTION

SPEECH LANGUAGE PATHOLOGIST

State Job # 7294

TITLE: Speech Language Pathologist

REPORTS TO: Associate Director for Special Education

SUPERVISES:

JOB FUNCTION: Under the direction of the Admissions & Release Committee, screen, assess and identify students with communication disorders which adversely affect their educational progress. Develop and provide direct and indirect services within the student's educational setting, based on established IEP goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Prepare written evaluations and maintain records which clearly and succinctly document services provided, student progress and discharge from therapy as recommended to the Admissions & Release Committee.
- Comply with evaluations standards and determine eligibility for services based on the *Kentucky Eligibility Guidelines for Communication Disorders*.
- Effectively communicate test results, diagnosis and proposed treatment plans to the *Admissions and Release Committee*.
- Participate in the multidisciplinary team process regarding eligibility issues, *Individual Education Plan* (IEP) development, consultation services and service delivery models.
- Assure compliance with established state and federal laws, regulations, policies, and procedures.
- Prepare reports as needed by the local school district and/or the KY Department of Education.
- Develop treatment plans consistent with the IEP. Review therapy goals and objectives and make recommendations for changes as appropriate to the Admissions & Release Committee.
- Employ instructional/therapeutic methods and materials that are appropriate for meeting each student's goals and objectives.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Operate and maintain a variety of therapeutic equipment and train others in use of the equipment as necessary.
- Assess, select and develop augmentative and/or alternative communication systems and provide training in their use.
- Participate in hearing screening programs to identify and refer students with suspected hearing impairment and/or middle ear disorders.
- Supervise and coordinate the activities of any assigned staff. Adhere to state law regarding the type and amount of supervision required for licensed speech-language pathology assistant(s).
- Communicate with students who have disorders of communication, their families, caregivers and other service providers relative to the student's disability and its management. Assist in development of classroom activities to meet the communication needs of the student.
- Communicate with appropriate agencies, schools and other organizations as needed in order to meet the needs of students with communication disabilities.
- Remain current concerning instructional and technological advances and other matters concerning speech-language therapy. Attend and participate in professional workshops and conferences. Provide in-service training to other professionals and paraprofessionals.
- Set up treatment calendars in Medicaid Billing system by the 10th day of school and revise as students enroll or change.
- Complete all service logs for Medicaid billing by the 10th of each month for the preceding month.
- Document pupil progress and maintain appropriate data/records pertaining to therapy services and present/provide information at all ARC meetings.
- Operate office equipment, as appropriate.
- Perform other duties as assigned.
- Maintain regular attendance.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and techniques of speech-language therapy
- Methods and procedures for assessment and treatment of communication disorders (speech sound production and use, receptive and expressive language, fluency, voice, oral motor, etc.)

KNOWLEDGE AND ABILITIES (CONT.):

KNOWLEDGE OF:

- State and federal laws and regulations regarding special education records, due process and service provision
- Local school district policies and procedures
- State laws and regulations governing the practice of speech-language pathology.
- Kentucky Eligibility Guidelines for Communication Disabilities
- Principles of training & supervising staff
- Health and safety regulations

ABILITY TO:

- Provide speech-language therapy to eligible students.
- Develop and evaluate the appropriateness of treatment plans (IEPs).
- Develop student rapport and establish a positive therapeutic atmosphere.
- Communicate and work effectively with the families of students with disabilities.
- Work collaboratively with other professionals.
- Maintain student records and prepare reports as specified by the District.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Prepare written evaluations and reports.
- Remain current concerning knowledge of therapeutic and special issues.
- Operate and maintain therapeutic and office equipment.
- Prioritize and schedule work.
- Meet schedules and timelines.
- Train and supervise others as needed.
- Observe health and safety regulations.

PHYSICAL DEMANDS:

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

EDUCATION AND EXPERIENCE:

- A master's in the area of speech-language pathology from an accredited program in speech-language therapy, and all other requirements as set forth in KRS334A.050.

LICENSES AND OTHER REQUIREMENTS:

- Valid speech-language pathology license, or interim license, issued by the

Original Date: 08/1997

Revision Date: 07/2011

Revision Date: 07/2012