

Mercer County Schools

JOB DESCRIPTION

Job Title: Speech Language Therapist	Reports to: Supervisor
Job Class Code:	Work Schedule: See Salary Schedule
Pay Scale: See Salary Schedule	Approval Date: 10/14/2008

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The speech and language therapist is responsible for providing district therapy to ~~handicapped~~ students on an individual and small group basis in order to adequately meet each child's IEP goals. The speech therapist will be responsible for implementing child find/evaluation/placement procedures in accordance with state and federal regulations in regard to speech/language ~~handicapped~~ students.

REPRESENTATIVE DUTIES:

- Screens all pre-school and kindergarten students for possible speech/language dysfunctions.
- Evaluates all students failing screening and additional students referred by classroom teachers.
- Conducts all referrals/evaluations/placement and dismissal activities in accordance with state and federal regulations.
- Maintain on file an individual due process folder for each ~~handicapped~~ student including parent permission for evaluation, case history, appropriate evaluations, parent permission for placement, record of parent contacts, current IEP, annual reviews, and appropriate prior notices.
- Maintain confidentiality requirements.
- Schedule therapy classes, taking into consideration individual needs, group compatibility, maturity of each student, and each student's classroom requirements.
- Provides an environment conducive to effective learning.
- Informs teachers of the results of evaluations, names of students to be schedules for therapy, days, times and location of therapy.
- Schedules SBARC meetings with parents and other SBARC members for the purpose of sharing evaluation results, reasons for therapy, therapy schedule, and suggestions for reinforcing therapy at home and to secure parent permission for therapy.
- Attend SBARC meetings and may serve as recorder.
- Prepare lesson plans designed to meet individual student IEP short-term objectives.
- Develop and employ a variety of instructional therapy materials and techniques to allow for effective therapy.
- Employ adequate behavior and class management techniques to allow for effective therapy.
- Develop and maintain a system for monitoring individual student progress in achieving IEP objectives.
- Schedule and conduct annual review meetings within one year of previous SBARC meeting.
- Conduct hearing screenings for all students in appropriate grades; all special education students and all students referred for special education services.
- Make proper referrals as indicated by examination and evaluation to other professionals such as doctors, dentists, and audiologists.
- Available for periodic meetings with special education director/building principals as requested.
- Participates in the planning, execution, and evaluation of professional development activities.
- Provide for continued professional growth through an on-going process of readings concerning new materials and techniques and attendance at conferences and workshops.
- Performs other duties and assumes other responsibilities as assigned by the special education director and/or building principal.

MINIMUM QUALIFICATIONS

LICENSES AND OTHER REQUIREMENTS:

- Certification by the Kentucky Department of Education
- Certification by the American Speech/Hearing Association

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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