

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: SPEECH AND LANGUAGE PATHOLOGIST (SLP)

Supervisor: Special Education Director

GENERAL JOB DESCRIPTION: The Speech and Language Pathologist (SLP) will provide speech and language services as per students' Individualized Educational Plans (IEPs), conduct evaluations as needed, and contribute to the Special Education Department as appropriate. The SLP will uphold the District mission that Dexter Consolidated Schools is dedicated to graduating each student with an educational foundation for success as a responsible, ethical contributor to society.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide direct and indirect speech and language services as per students' IEPs in general education and special education settings as appropriate.
2. Conduct speech and language screenings and evaluations as needed.
3. Provide all required documentation, which may include but is not limited to:
 - a. Evaluations
 - b. IEP information (present levels of performance and goals)
 - c. Progress towards IEP goals
 - d. Service logs per student per month
 - e. Medicaid Billing
4. Provide information to teachers and other service providers in a manner that enhances student learning and understanding.
5. Encourage the development of student involvement, responsibility, and critical thinking skills.
6. Collaborate with teachers and other service providers to create an atmosphere conducive to learning, self-discipline.
7. Uphold the legal and ethical standards of the SLP profession.
8. Follow policies and administrative rules and regulations as specified in the Board policy manual.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Communicate accurate and up-to-date information to students, parents, teachers, and other service providers in a way that enhances student learning.
2. Attend IEP meetings as requested.
3. Manage time appropriately.
4. Cooperate with administration, parents, and co-workers.
5. Create a positive atmosphere and arrange the physical environment for optimum learning.
6. Prepare for services and show written evidence of preparation.
7. Take precautions to protect equipment, materials, and facilities.
8. Maintain accurate and complete records as required by the school district, and report progress or lack thereof to parents in a timely manner.
9. Attend and participate in faculty meetings.
10. Complete duties (hall, bus, etc.) as assigned.
11. Use and apply appropriate conflict resolution skills.

12. Demonstrate public relations skills.
13. Use diagnostic data to improve speech and language services.
14. Select, use, and interpret evaluation data.
15. Be available to parents, students, administration, and peers outside the school day, if needed.
16. Report suspected child abuse and neglect.
17. Provide information to parents and students to aid in their understanding of educational goals.
18. Provide resource materials and expertise dealing with speech and language issues affecting students, staff and family.
19. Act as a good role model within the context of the school.
20. May supervise educational assistants, practicum students, student teachers, and high school mentor or helper students.
21. Develop and use community and professional resources.
22. Understand and apply learning theories.
23. Meet the state competency standards and requirements.
24. Accept other responsibilities as deemed necessary by the supervisor.
25. Stay informed about developments and innovations within the SLP profession at the local, state and national levels.
26. Consistently enforce school rules and policies.
27. Attend and participate in professional development opportunities during and outside the school year.
28. Develop positive relationships with students, parents, colleagues, and administrators.
29. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent's designee.

QUALIFICATIONS:

1. A Master's Degree in speech-language pathology from an accredited educational institution.
2. Current Certificate of Clinical Competence (CCC) issued by the American Speech-Language Hearing Association (ASHA)
3. A valid New Mexico SLP License through the Public Education Department
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying (up to 30 pounds) reaching, squatting, kneeling, and moving light furniture may be required.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. Training in First Aid and CPR

EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality, Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. May make site or home visits when needed and appropriate. Job responsibilities include both inside and outside assignments. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____