

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
SPEECH-LANGUAGE PATHOLOGIST

IMMEDIATE SUPERVISOR Student Services Administrator

GENERAL DUTIES

Screen, evaluate and identify eligible students for speech and language services; design and implement appropriate intervention strategies; collect student performance data and establish and maintain a daily schedule. Supervise communication assistants as necessary. Provide information relative to communication disorders to students, parents, teachers and significant others.

ESSENTIAL REQUIREMENTS

- A. Possess a valid Oregon Teaching license with a Special Education Endorsement for teaching of speech and language impaired or Oregon Board of Examiners license
- B. A master's Degree in Speech and Language
- C. A valid driver's license and reliable transportation for on the job travel
- D. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- E. Ability to obtain Oregon Board of Examiners permit to supervise SLPA's
- F. Certificate of Clinical Competence or Clinical Fellowship Year candidate
- G. Maintain integrity of confidential information relating to students, staff, or district patrons
- H. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Screen, evaluate and identify eligible students for speech and language services
- B. Design and implement appropriate intervention strategies, including a broad array of service delivery model including application of technology
- C. Provide information relative to communication disorders to students, parents, teachers and others as appropriate
- D. Collaborate with teachers and parents regarding program content and intervention services
- E. Collect student performance data and establish and maintain a daily schedule
- F. Monitor the effectiveness of the intervention
- G. Implement requirements of Federal and State regulations
- H. Maintain records and reports required by District, State and Federal agencies
- I. Cooperate with various agencies in referring and providing appropriate reciprocal services
- J. Analyze and forecast need for services

- K. Provide services either directly or through consultation as listed on the students IEP
- L. Write IEP goals and objectives as necessary for the student on an IEP who has speech and language disabilities
- M. Participate as an effective team member of the Student Study Team
- N. Train, schedule, and direct assigned communication assistants to maximize delivery of services
- O. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control		X			
*Pushing/Pulling Maximum weight: 50 lbs.			X		
*Lifting/Carrying Maximum weight: 50 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Based on Salary Agreement
Last Revised: October 2011