

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT  
JOB DESCRIPTION

**Title:** SPEECH/LANGUAGE PATHOLOGIST **File 308**

**Reports to:** Director of Special Education and Principal

**Job Objectives:** Provides therapeutic interventions to help students identified as having a disability achieve maximum benefit from the educational program. Encourages parental involvement.

*Note:* Duties require traveling to various buildings throughout the district as scheduled.

**Minimum Qualifications:**

- Valid Ohio speech/language pathologist license or certificate.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Training in behavioral management techniques.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs screening activities (e.g., child find program, new district students, students in grades designated by the board, etc.).
- Maintains screening records of preschool and kindergarten students when results are not conclusive.
- Retests students who have not passed earlier screening procedures.
- Performs diagnostic evaluations. Follows board-adopted due process procedures. Evaluates the needs of students based on all available information.
- Develops a therapy schedule. Provides therapy for speech/language disorders (e.g., verbal/written language, voice, articulation, fluency, interactive communication, auditory and/or visual processing, cognition/communication, etc.).
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Prepares the assigned therapy area. Sets up equipment. Requisitions program supplies. Promotes the proper use and care of school property. Oversees the cleaning, repair, and replacement of therapy equipment. Ensures that supplies and equipment are stored properly.
- Complies with state model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Provides instructions in the use and care of assisted and/or augmentative devices.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Collaborates with staff to implement behavior improvement plans. Counsels

students to acknowledge and manage responsible personal conduct. Charts behavior as required.

- Develops and maintains a positive therapy environment. Helps parents and students understand therapy goals and how they relate to the educational program.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Collaborates with teachers. Shares knowledge and resources that enhance the educational process.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Documents therapy progress. Supervises the preparation of clinical records to ensure accuracy. Submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Helps prepare and implement Individualized Education Plans (IEP).
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Works with community services associated with students' programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Schedules home visits when necessary to support therapy goals. Provides families information about proper techniques to assist with speech/language activities at home.
- Closely monitors student use of therapy equipment. Follows standard sanitation procedures to maintain a clean program environment.
- Prepares an end-of-the year report and recommendations for each student served.
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities  
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory Responsibility:** Under the direction of the director of special education and principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*No portion of this job description shall supersede the Master Agreement between*

*the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.*