

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Speech-Language Pathologist

Purpose:

The job of Speech-Language Pathologist was established for the purpose/s of identifying students with communication disabilities; planning and implementing appropriate treatment to minimize adverse impact on student success at various school locations as needed.

Reports to:

The Speech-Language Pathologist is under the direct supervision of the building principal/program administrator and must also respond to requests from Director of Special Education.

Essential Functions

1. Screens/assesses students' communication skills (e.g. articulation, fluency, voice, expressive/pragmatic/receptive language, etc.) for the purpose of identifying communication disorders, determining program eligibility and developing recommendations for treatment.
2. Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, administration, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
3. Coordinates meetings and processes for eligible students (e.g. testing/screening, IEPs, Service Plans, parent conferences, pre-referral staffing, etc.) for the purpose of presenting evaluation results, developing treatment plans, and/or providing training to parents/students/staff.
4. Develops treatment plans, interventions and/or educational materials for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.
5. Provides instruction or works with other agencies to provide instruction for eligible students in the use of appropriate communication technologies (e.g. hearing aids, FM systems, augmentative communication devices, etc.), feeding techniques, information on communicative disorders and/or implementing prescribed treatment plans for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.
6. Interprets medical reports, within the scope of the Speech-Language Pathologist's experience, and goals for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
7. Maintains files and/or appropriate educational records (e.g. progress reports, activity logs, treatment plans, required documentation, screening results, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
8. Participates in meetings (e.g. IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
9. Participates in professional development activities for the purpose of improving clinical skills and meeting continuing education requirements.
10. Performs site visits for the purpose of providing therapy and assistance as required (may include multiple work sites and/or home visits).
11. Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medicaid billings, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
12. Provides Speech-Language Pathologist therapy to students for the purpose of minimizing the adverse impact of Speech-Language Pathologist disorders on student success.
13. Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' needs.

14. Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
15. Provides off-site services to parochial/private placed and home bound students within district boundaries as assigned.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Transports or provides for transport supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

Minimum Qualifications:**Education and Certification:**

- Possess a valid Illinois Special Education Certificate endorsed for Speech-Language Pathology (Type 10, Type 73, Type 03, Type 09)
- Possess a Masters Degree in Speech-Language Pathology
- Possess a valid driver's license.

Specific skill-based competencies required to perform the functions of the job include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software, and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: (neuro) anatomy and (neuro) physiology of speech, language, swallowing, and hearing mechanisms and disorders; principles and practices of Speech-Language Pathologist therapy; and pertinent codes, policies, regulations and/or laws.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, kneeling, crouching, stooping and 10% standing.

Working Conditions

- To perform the most physically demanding job functions, strength and/or endurance for lifting, carrying, pushing and/or pulling are sometimes required.
- To perform the most physically demanding job functions, the physical capabilities of climbing and balancing are seldom required.
- To perform the most physically demanding job functions, the physical body movement of stooping, kneeling, crouching and/or crawling is required (frequent in Early Childhood program).
- To perform the most physically demanding job functions, the upper extremity physical capabilities reaching, handling, and/or fine motor dexterity are constantly required.
- Exposure to temperature extremes is seldom or not present.
- Exposure to hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) is seldom or not present.
- Exposure to potentially hazardous atmospheric conditions is seldom or not present.
- Frequency of exposure to injury to self and/or others is sometimes present.
- The job is performed in a generally clean and healthy environment.

Performance Responsibilities

The specific duties and responsibilities of the Speech-Language Pathologist shall include but not be limited to:

1. Contribute to prevention/pre-referral activities.
2. Provide screening(s) and diagnostic services as appropriate.
3. Provide referrals/ perform case manager responsibilities when communication concerns are primary.
4. Provide diagnostic services for students referred through a systematic process (initial and reevaluation referrals) as part of a Child Study Team.
 - a. Select, adapt, administer appropriate instruments
 - b. Interpret, integrate, synthesize findings
 - c. Prepare paperwork and coordinate or participate in eligibility/IEP meetings
5. Develop, implement, monitor and report on progress of appropriate therapy goals.
6. Consult and collaborate with staff, parents, district Speech-Language Pathologist pathologists, NSSEO, and outside professional agencies as needed.
7. Follow established guidelines when enrolling, maintaining, or dismissing children from services and maintain accurate and complete records.
8. Participate in Speech-Language Department meetings.
9. Perform consultative and/or resource services to parents and AHSD25 staff for the purpose of building awareness of the relationship between communication skills and educational success.
10. Utilize and make recommendations for technology and assistive technology as appropriate.
11. Comply with all state, federal, and local regulatory policies relating to the education of children in a school setting as well as adhere to the Code of Ethics and policies of the American Speech-Language –Hearing Association.
12. Develop recommendations for the purchase of materials and professional development.
13. Maintain and communicate records of caseload numbers, units/minutes, and workload that reflect local, state, and federal compliance guidelines and ASHA standards.
14. Perform other duties as assigned by the building principal, supervisor, or Director of Student Services.

Employee Group: Arlington Teachers' Association

FLSA Status: Exempt