

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: SPEECH-LANGUAGE PATHOLOGIST EXCEPTIONAL CHILDREN SERVICES CURRICULUM AND ORGANIZATIONAL DEVELOPMENT**

#### **GENERAL STATEMENT OF JOB**

Assists students with special communicative needs to use the maximum communicative potential based on age and cognition. Areas of speech-language involvement include deficits or abnormalities in articulation, language, voice and fluency. Employee coordinates services with the student's educational staff and family. The therapist is responsible for documentation for Medicaid billing for all eligible students. The employee reports to the principal/s at his/her school/s, if school based and to the Exceptional Children's Preschool Handicapped Lead Teacher if center-based. Both report to the Program Administrator of Exceptional Children and the Executive Director of Exceptional Children.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

###### **Planning and Oversight**

Organizes the school program, cooperates with others to accomplish its goals, coordinates program services with other student services and maintains records in accordance with established rules, regulations and ethical standards.

Maintains Medicaid billing profiles and therapy notes on all Medicaid eligible students using the designated billing service for the district.

###### **Screening, Testing, Diagnosing and Advising**

Conducts screening and testing, obtains diagnostic information, analyzes information and makes recommendations regarding programs and services. The speech-language specialist can supervise speech-language assistants and clinical fellows working on ASHA certification.

###### **Developing Individual Education Programs**

Develops individual education plans for each speech-language eligible child in collaboration with the classroom teacher, parent, LEA representative and other pertinent professionals.

###### **Managing and Conducting Therapy**

Plans therapy and uses appropriate diagnostic tools and therapy techniques to support the curriculum. The employee manages time, facilities and resources to facilitate delivery of services. The employee promotes effective interpersonal relations and engages in continuing professional growth.

###### **Liaison**

## **SPEECH –LANGUAGE PATHOLOGIST**

Provides consultation, seeks assistance of others, uses related research and makes recommendations and referrals for the implementation of services.

### **MINIMUM TRAINING AND EXPERIENCE**

Must have a master's degree in Speech-Language Pathology. Preferred to have a Certificate of Clinical Competence from the American Speech-Language and Hearing Association. Must have a G License from the NC Department of Public Instruction. May have a license from the Board of Examiners for Speech-Language Pathologists and Audiologists.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment and tools including computer software, computer hardware, cables, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, technical manuals, newsletters, trade journals, etc. Requires the ability to prepare reports, forms, training materials, documentation, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

## **SPEECH –LANGUAGE PATHOLOGIST**

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; to multiply and divide; utilize percentages; understand and apply the theories of algebra and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and to hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ears). Must be able to communicate via telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the theory, principles and methods of speech pathology and their proper application in the educational environment.

Considerable knowledge of appropriate evaluating tools.

Considerable knowledge of the equipment and assistive technology available to use in therapy.

Considerable knowledge of current literature, trends and developments in the field of speech pathology.

General knowledge of the principles of organization and administration.

Skill in directly providing a wide range of treatment activities.

Ability to select and administer appropriate assessment and treatment methods.

## **SPEECH –LANGUAGE PATHOLOGIST**

Ability to plan, coordinate and conduct on-the-job training and continuing education for a variety of individuals.

Ability to screen, evaluate and provide required speech pathology services.

Ability to develop and implement individualized programs.

Ability to accurately document sessions.

Ability to maintain adequate inventory of supplies.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.