

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

Title:	SPEECH LANGUAGE PATHOLOGIST	File 212
Reports to:	Director of Student Services	
Job Objectives:	Provides for the identification, diagnosis, and remediation of communication disorders to help students achieve maximum benefit from the educational program. Encourages parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid speech/language pathologist license or certificate (professional board and Ohio Department of Education).· Meets all mandated health requirements.· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Training and/or experience in behavioral management techniques is preferred.· Ability to cope with stressful traffic, weather conditions, and passenger distractions. <p><i>Note:</i> This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.</p>	
Responsibilities and Essential Functions:	<p>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.</p> <ul style="list-style-type: none">· Performs screening activities. Maintains student assessment records. Performs follow-up activities as needed.· Performs diagnostic evaluations. Evaluates the communication needs of students based on all available information. Submits reports on time as part of multi-factored evaluation process.· Works with staff and families to prepare and implement Individualized Education Plans (IEP) for identified students.· Maintains data to document progress on IEP.· Develops a service schedule. Provides direct consulting and monitoring interventions using a variety of service delivery models to treat and/or address communication disorders (e.g., verbal/written augmentative language, voice, articulation, fluency, pragmatics, auditory and/or visual processing, cognition/communication, etc.).· Upholds board policies and follows administrative guidelines and procedures.· Promotes a favorable image of the service center. Encourages community/school partnerships that enhance the service center's operational effectiveness.· Requisitions program supplies. Sets up equipment. 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 delivery of speech-language services. Works with staff to ensure that services are provided in the least restrictive educational environment.· Receives training and provides instructions/support in the programming, use, and care of augmentative and assistive 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 learning 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, parents, and appropriate community agencies. Shares knowledge and resources that enhance student learning.
- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of assistive technology, etc.).
- 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 behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- 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.).
- 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.
- Participates in parent conferences, open houses, and other required events when appropriate.
- 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.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves 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 (i.e., Ohio Board of Speech Pathology and Audiology).
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Addresses problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the executive director of human resources and pupil services and director of special education: plans work assignments, provides instructions, and monitors assigned staff, interns, 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 working in proximity to moving mechanical parts.
- Duties may require performing repetitive tasks quickly and differentiating variances in intonation, pitch, rhythm, and sound.
- Duties may require using 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 aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. 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.

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