

**JOB TITLE****Speech Therapist/Speech Pathologist****REPORTS TO:** Building Principal**DEPARTMENT:** Special Programs**JOB DESCRIPTOR:** K41**SCHEDULE:** T D**DATE:****NON-EXEMPT X****NATURE AND SCOPE OF JOB:**

To act under the general direction of the building principal of the assigned school(s). To evaluate and develop an educational plan to meet the specific needs of students who would qualify for Speech (articulation) or Language deficiencies as diagnosed via referral for special needs programming as defined by, state rules and federal rules governing students with disabilities.

**JOB FUNCTIONS:****ESSENTIAL FUNCTIONS:**

1. Evaluates and diagnoses specific speech or language deficits of referred students within the school (s) they are assigned.
2. Designs and develops an Individual Education Plan (IEP) for each student that meets the qualifications for direct services for articulation or language deficiency.
3. Coordinates the efforts and completes all necessary paperwork and forms to enroll a student in Special Education Programs within the school district.
4. Collaborates with all teaching staff in development of a variety of strategies to meet the educational needs of all students within the building.
5. Promotes positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.

**OTHER FUNCTIONS:**

1. Follows all school district policies and procedures.
2. Assists with the screening activities of students at each building they are assigned to.
3. Assists and/or develops new programs as necessary to meet the needs of identification of potential and existing special programs students in the area of articulation or language deficiency.
4. Performs other duties as assigned by the building principal.

## **--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--**

### **JOB QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND MENTAL ABILITY:**

- Knowledge of Public law 101-476 (I.D.E.A.), Rules and Regulations governing Students with Disabilities in Wyoming Public Schools, and local rules and regulations governing services to students with disabilities.
- Knowledge of computerized Special Education Program in IBM AS400.
- Knowledge of basic computer commands to run software related to word processing applications on a personal computer.
- Ability to follow and successfully complete both written and oral directions.
- Ability to enunciate clearly and communicate positively throughout the work day.
- Ability to calculate accurately.
- Possess visual acuity, aided or non-aided, to read and interpret accurately written reports of a technical nature.
- Possess the skills necessary to write written reports of a technical nature and have the skills necessary to paraphrase the same to parents or other staff members in a fashion that everyone is able to understand.
- Ability to work with various personality types.
- Possess sound emotional judgement.

#### **EDUCATION, LICENSE, CERTIFICATION, OR FORMAL TRAINING:**

- Proper certification issued by the Wyoming Department of Education for position of Speech Therapist or Speech Pathologist.
- Clinical experience either by working within a public school or completion of required clinical experiences as prescribed by a training program to be eligible for certification by the Wyoming Department of Education.
- A minimum of a Master's Degree in the area of Speech Therapy or Speech Pathology from an accredited university or college.

#### **EQUIPMENT USED:**

Personal Computer  
Typewriter  
Photocopy Machine  
Duplication Machine  
Adding Machine/Calculator  
Video Play-back Equipment  
Assistive Technology Equipment

## **PHYSICAL DEMANDS:**

- Possess visual acuity and stamina to work at a computer monitor for at least part of each day.
- Possess sufficient strength to lift boxes or equipment that may weigh as much as 25 pounds and be able to move them as far as 50 feet.
- Possess stamina to remain seated for periods as long as one hour without discomfort.

## **ENVIRONMENTAL DEMANDS:**

- Air conditioned buildings.
- Occasional exposure to weather extremes.
- Some employees may be occupationally exposed to bloodborne pathogens and other potentially infectious materials based on task and procedures required.

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