

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Educational Speech and Language Pathologist	Department: Student Services
Immediate Supervisor's Position Title: Building Principal	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-3	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Student Services and Building Principal, the Licensed Educational Speech and Language Pathologist provides a broad range of speech and language services to students with communication disorders.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides direct and indirect speech and language services as specified in each student's IEP.
Percent of Time:	60%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Plans and implements activities to promote the development of speech and language skills. • Develops and implements IEP goals and objectives for students who require speech and language services. • Serves as IEP Manager for assigned students. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults with teachers, school administration, parents and others, as appropriate, regarding student's communication skills.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Consults with school staff, administration and parents in resolving student's speech, language and communication concerns. • Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining speech and language interventions. • Consults and collaborates with medical, social services and other community providers, as appropriate. 		

Duty/Responsibility No:	3	Statement of duty/responsibility:
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Percent of Time:	25%	Functions as a member of the building-level special education team in providing special education services to students with disabilities.
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Tasks involved in fulfilling above duty/responsibility:

- Coordinates the delivery of speech and language services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.
- Functions as a member of the building-level Student Support Team for the purpose of reviewing referrals and determining appropriate actions.
- Assesses the speech and language functioning of students referred for special education evaluation. Writes the comprehensive evaluation report for students whose only concern is in the area of speech and language.
- Helps determine the eligibility and need for speech and language services.
- Maintains an accurate record of student, parent and other contacts.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma	Master's Degree	
	High school diploma or GED.	Major field of study or degree emphasis: Speech and Language Pathology	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Working knowledge of the principals, practices and
X	2nd year graduate level		

Doctorate level	<p>ethical standards of Educational Speech and Language Pathology; relevant state and federal laws, rules and regulations; and applicable district policies</p> <ul style="list-style-type: none"> • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to consult with school personnel in developing and implementing effective speech and language interventions for students. • The skill and ability to communicate - both orally and in writing.
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Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring: Licensed as an Educational Speech and Language Pathologist by the MN Board of Teaching.</p>
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to transport self between and among school sites throughout the District, and to students' homes, as necessary. • Basic computer literacy - word processing, data entry
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Department Head	Date
_____	_____
Signature – Human Resources	Date
Classification History:	