



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Speech-Language Pathologist
<b>SCHOOL/DEPARTMENT</b>	Assigned school
<b>SALARY</b>	Per appropriate salary scale
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Principal, EC Director or EC Assistant Director
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	10

### **POSITION PURPOSE:**

The Speech – Language Pathologist 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. S/he coordinates services with the student’s educational staff and family. The therapist is responsible for documentation for Medicaid billing for all eligible students.

### **MINIMUM QUALIFICATIONS:**

#### **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
- 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

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Master's Degree from an accredited institution in Speech Pathology

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- NCDPI G License
- Valid NC certification 88082 Speech-Language Pathologist
- License from the Board of Examiners for Speech-Language Pathologists and Audiologists
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

### ***PREFERRED QUALIFICATIONS:***

- Certificate of Clinical Competence from the American Speech-Language and Hearing Association
- Three (3) to five (5) years serving students in a public school system

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Perform additional duties as assigned by the Principal, EC Director or EC Assistant Director

1. Planning and Oversight
  - a. Organize the school program and cooperate with others to accomplish its goals
  - b. Coordinate program services with other student services
  - c. Maintain records in accordance with established rules, regulations and ethical standards
  - d. Maintain Medicaid billing profiles and therapy notes on all Medicaid eligible students using the designated billing service for the district.
2. Screening, Testing, Diagnosing and Advising
  - a. Conduct screening and testing
  - b. Obtain diagnostic information
  - c. Analyze information and make recommendations regarding programs and services
  - d. Supervise speech-language assistants and clinical fellows working on ASHA certification

3. Developing Individual Education Plans
  - a. Develop individual education plans for each speech-language eligible child in collaboration with the classroom teacher, parent, LEA representative and other pertinent professionals
  - b. Attend IEP meetings where input is necessitated
4. Managing and Conducting Therapy
  - a. Plan therapy and use appropriate diagnostic tools and therapy techniques to support the curriculum.
  - b. Manage time, facilities and resources to facilitate delivery of services
  - c. Promote effective interpersonal relations and engage in continuing professional growth
5. Acting as Liaison
  - a. Provide consultation, seek assistance of others, use related research and make recommendations and referrals for the implementation of appropriate services

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*