



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Speech-Language/Hearing Pathologist (Instructional Facilitator)
SCHOOL/DEPARTMENT	Exceptional Children
SALARY	Speech-Language salary schedule plus supp
FLSA STATUS	Exempt
REPORTS TO	Assistant Director for Exceptional Children
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Speech-Language/ Hearing Pathologist coordinates and provides the speech-language, hearing, visually impaired and the augmentative/alternative communication portion of the assistive technology programs. Employee serves as a consultant to the Exceptional Children Department and schools on personnel and issues relating to the aforementioned areas

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of and adherence to legal procedures contained in federal and state statutes and regulations regarding the provision of services to students with disabilities, including IDEA, HIPPA, and FERPA laws and guidelines
- Considerable knowledge of the County and School Board policies, procedures and standards regarding exceptional children education
- Considerable knowledge of the principles and practices of testing and interpretation of test data
- General knowledge of the ethical guidelines applicable to the position as outlined by professional

- organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the North Carolina Standard Course of Study and Common Core
- Skill in oral and written communication.
- Skill in providing consultative services to school staff.
- Ability to evaluate the effectiveness of existing programs and make recommendations for improvement
- Ability to work and communicate with diverse groups and organizations.
- Ability to exercise independent judgment in determining eligibility, type of services to be provided, and placement of students with disabilities in the least restrictive environment
- Ability to develop and conduct presentations
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics and to develop meaningful reports from the information collected
- Ability to effectively express ideas orally and in writing
- 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
- Experience working with students in a school setting

CERTIFICATION AND LICENSE REQUIREMENTS

- Certificate of Clinical Competence from the American Speech-Language and Hearing Association
- N.C. Board Licensure
- NCDPI certification in Speech-Language Pathology and Hearing-Impaired
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Five (5) years of working with hearing impaired students in a public school setting

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Secure services (personnel or contracted) and make assignments to schools based on need in the areas of speech-language, hearing and visually impaired students
2. Orient newly hired or contracted personnel regarding ECS Procedures for compliance with state and federal regulations
3. Provide mentorship and/or supervision of clinical fellowship for SLPs
4. Verify mileage of all itinerant staff
5. Approve and/or order equipment, diagnostic and therapeutic materials
6. Provide staff development for speech-language specialists and staff of the hearing impaired
7. Secure supervising professionals for graduate student interns
8. Organize and implement the Hearing Conservation Program
9. Predominately serve as the Local Education Agency Representative at all staffing for students who are deaf or severely hard of hearing.

10. Secure interpreters for deaf parents for equal accessibility under Americans with Disabilities Act
11. Verify percentages of services on itinerant staff for ABC money
12. Co-develop procedures for the schools to access assistive technology and modified textbooks
13. Observe and evaluate the Lead Teacher of the Visually Impaired Program
14. Secure staff in these areas for the Extended School Year Program
15. Perform additional duties as assigned by the EC Assistant Director or Director

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	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.
ACKNOWLEDGEMENTS	
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.*