

JOB DESCRIPTION

June 2018

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

SPEECH AND LANGUAGE PATHOLOGIST

General Purpose:

A Speech and Language Pathologist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Speech and Language Pathologist provides services to individuals with communication disabilities, implementing strategies to promote cognitive, academic, communication and language, behavioral and social, and physical development.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Collaborates with Individual Education Plan (IEP) team members in regards to the students' progress.
- Notifies case manager, completes and sends appropriate forms to parent or case manager, prepares report and provides copies to case manager, drafts goals, updates present levels and progress; when assessment or IEP is required at least three days in advance of IEP.
- Plans and records monthly work schedule in electronic calendar (Outlook) at least 30 days in advance and records any changes as they occur to ensure accurate IEP scheduling.
- Contacts parent and case manager and obtains a signed excusal form when unable to attend an IEP meeting.
- Participates in home visits.
- Accepts and reviews referrals in accordance with established program procedures.
- Diagnoses and provides therapy for individual and groups of learners.
- Plans, administers and interprets student evaluations.
- Prepares written reports as required.
- Develops and maintains positive working relationships with parents, guardians and significant others.
- Meets with parents on a regular basis to review student progress and works on individual educational-related needs.
- Works closely with other members of the program staff to develop and maintain curriculum and standards.
- Participates in transition plans for students moving to other environments.
- Works cooperatively with personnel from the student's district of residence and/or outside agencies providing services to the student and family.
- Participates in professional growth activities such as conferences, classes, staff meetings and visitations.
- Schedules and maintains individual and group therapy programs in accordance with student's needs and IEP.
- Provides training, direction and supervision for assigned ancillary staff.
- Complies with the rules and regulations set forth in Federal and State special education laws and regulations.
- Implements procedures and policies of the Placer County Office of Education (PCOE), and policies and procedures of the local school district(s) as assigned.
- Provides direct support including implementation, training, direction and consultation regarding individual student's augmentative alternative communication (AAC) needs.
- Supervises Speech-Language Pathology Assistant(s).

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- Required level of education in order to obtain the appropriate authorization from the California Commission on Teacher Credentialing (CTC) for the position.

Experience:

- Clinical experience as required for credential.

Knowledge, Skills and Abilities:

- Knowledge of subject area and current research based instructional methodologies, technology and techniques associated with students having communication delays and disabilities.
- Knowledge and familiarity with alternate and augmentative communication systems.
- Knowledge of and experience with Augmentative Communication Devices.
- Skills in administration, analysis, and interpretation of a wide range of assessment measures.
- Ability to teach students in a wide variety of levels and age ranges.
- Ability to work effectively with parents, community and education colleagues in and outside the program.
- Ability to function as a positive, contributing member of an education team.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California Credential with an authorization to provide services in Language, Speech and Hearing or be eligible to apply for a Speech-Language Pathology Services Credential.
- Possession of a California State Speech Language Pathologist License is preferred.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.

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- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based upon education and experience

Reviewed and Approved:

Supervisor: _____

Date: _____

Human Resources: _____

Date: _____