

## Venice Elementary School

**JOB DESCRIPTION:** Certificated Speech and Language Pathologist Position Description (Part-Time)

**JOB TITLE:** Speech and Language Pathologist

**REPORTS TO:** Superintendent/Principal

**JOB OR POSITION SUMMARY:** Working in cooperation with appropriate district supervisors, teachers, parents and students, shall be responsible for providing diagnostic and intervention services for students with speech, language and hearing disorders helping students to adjust and access the general education curriculum.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assess, screen, and evaluate students and effectively share results with parents and educational staff, and participate in the eligibility determination process in accordance with state and school division requirements and best practice
- Develop and implement individual Education Plans (IEPs) for students with Speech/Language impairment and assists with IEPs for students with speech/language as a service on an annual basis or according to requirements
- Comply with all Medicaid requirements for school-based claiming, including obtaining written Medicaid consent from parents of all students served and timely filing of claims that meet Medicaid standards
- Demonstrate knowledge of child growth and development and individual student needs by providing relevant instruction according to the IEP and educational best practices
- Provide consultative services for school staff by sharing and demonstrating specific techniques and working with school teams to facilitate relevant and consistent interventions for targeted students
- Maintain records and information concerning individual students in the prescribed confidential manner and using the records and information only for the purposes for which they are maintained according to FERPA guidelines
- Provide direct and consultative therapeutic services related to expressive, receptive, and pragmatic language

- Communicate and collaborate with parents and the school community for the purpose of fostering individual student success and growth while engaging the families in the therapy program
- Establish and maintain cooperative professional relationships with administrative and school staff
- Participate in various meetings for the purpose of addressing student goals and needs, and to meet laws and policies
- Maintain and submit information/records including student progress for all students
- Share with other staff members the responsibility for school activities and student supervision
- Maintain consistent attendance and conform to regular work hours specified under contract
- Implement and comply with District policies and procedures
- Perform related duties as assigned by the administration in accordance with school district policies and procedures

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

1. Knowledge of subject matter/course content and resources relevant to assignment.
2. Knowledge of and skills in using effective instructional strategies and practices.
3. Knowledge of and skills in administering, scoring and interpreting communication assessments.
4. Knowledge and understanding of child development and communication development.
5. Knowledge of and skills in best practice instruction specific to various disabilities.
6. Skills in managing and promoting positive student behavior.
7. Skills in data analysis to assess, monitor, and inform instruction for student growth.
8. Skills and abilities in organization, time management, and record keeping.
9. Ability to operate a computer and the skills to learn and utilize software and other technology in instruction.
10. Ability to collaborate and communicate effectively with other professionals in a team setting.

11. Ability to interact positively and effectively with parents, students, staff, and administrators.

12. Ability to maintain confidentiality.

**LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS**

1. Master's Degree.

2. Valid Illinois State certification with appropriate licenses.

3. Successful training/teaching experience as a special education teacher preferred.

4. Experience in structured teaching, assistive technology, and positive behavior supports preferred.

5. Successful Illinois State Patrol check and FBI Fingerprint Clearance Report and Disclosure Statement in accordance with state law.

**PHYSICAL REQUIREMENTS:**

Ability to stand, walk, and sit frequently or for prolonged periods of time. Additionally physical abilities include lifting/carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision