

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

<b>TITLE:</b>	<b>SPEECH / LANGUAGE PATHOLOGIST</b>	<b>REPORTS TO:</b>	Director of Special Education
---------------	--------------------------------------	--------------------	-------------------------------

**TRAINING QUALIFICATIONS**

- Master's Degree in speech/language pathology
- Certified by the Ohio Department of Education as a speech/language pathologist
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

- To help reduce or eliminate speech, language, voice, and fluency disorders that interfere with a student's ability to fully access the district's educational program and/or to function successfully within the school environment

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
 Revision date:

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Provides for the identification and evaluation of students with suspected speech and/or language disabilities
2. Develops and implements IEPs for students found to be disabled in the area of speech only and is responsible for the periodic reviews and reevaluations of those students in accordance with local policies and State and Federal laws.
3. Works cooperatively with school personnel to accomplish the goals and objectives of district policies and procedures
4. Attends meetings, such as faculty meetings, special education meetings and parent-teacher conferences including student intervention team/Individualized Educational Program (IEP) meetings.
5. Schedules interventions using a variety of service delivery models, including classroom intervention, consultation/collaboration and pull-out as appropriate to meet student needs in the least restrictive environment
6. Maintains records of the speech-language program and prepares periodic reports as required
7. Submits reports which meet district and state requirements
8. Safeguards confidentiality of student records
9. Completes records for third party reimbursement accurately and in a timely manner as appropriate
10. Adheres to established rules, regulations, laws and appropriate ethical standards
11. Demonstrates knowledge of Federal, State and local rules, regulations and laws
12. Complies with established lines of authority within the parameters of professional standards
13. Conducts speech, language and hearing screenings and uses appropriate screening instruments
14. Administers formal and informal (ongoing & curriculum-based) assessments
15. Observes students in educational environments
16. Obtains additional diagnostic information from appropriate persons and available records for speech-language purposes
17. Analyzes and interprets information to make recommendations regarding the need for speech-language services
18. Interprets data from a variety of assessment techniques and sources
19. Determines the effects of the student's impairment in regard to accessing the general curriculum
20. Provides appropriate information on an informal or formal basis regarding speech, language and hearing programs
21. Provides information to school personnel about language disorders as they relate to literacy and interactive communication skills
22. Provides information to school personnel about speech disorders (articulation, voice, fluency) and their impact on communication and learning
23. Provides information to parents and teachers about speech, language and hearing development
24. Supervises undergraduate interns, volunteers and other professionals (as appropriate)
25. Manages the materials and equipment, including assistive technology, necessary to the delivery of services
26. Engages in continuing education and professional growth activities related to speech-language-hearing and education, including attending conferences and reviewing current literature
27. Provides consultation to parents, teachers, and other appropriate school personnel
28. Gives written information to teachers, parents and others on ways to foster speech-language growth
29. Talks with teachers formally and informally about individual student's needs and progress

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revision date:

POSITION NO. 3.70

- 30. Consults/communicates with non-school agencies to enhance services
- 31. Completes other duties as assigned

TERMS OF EMPLOYMENT	182 contract days. First Year 183 Contract days.
---------------------	--

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
Revision date: