

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Speech Therapist

FLSA: Exempt

GENERAL SUMMARY

Under general supervision, evaluates students regarding the application of a wide variety of therapeutic techniques for rehabilitation of speech, language, hearing, and oral motor disorders. Reports to the school Principal and Director of Student Services

ESSENTIAL FUNCTIONS

Implements and performs evaluations of children with special attention to receptive and expressive language skills, speech fluency, vocal and oral motor competence, and articulation and auditory skills as required by law.

Assists teachers in appropriately observing, describing, and referring suspected disorders of communication.

Administers diagnostic testing procedures to determine the extent of the student's impairment and the prognosis for improvement.

Effectively evaluates and reviews pertinent data relating to overall treatment planning and evaluation. Administers standard evaluations and elicits information regarding existing skills and capacities.

Develops appropriate treatment plans for students. Monitors their progress and maintains active and support communications with the student, parent(s), and school staff in order to meet the goals outlined in the Individualized Education Plan (IEP).

Accurately prepares written documentation as required by the profession and the school District such as evaluation results, IEPs, progress reports, etc.

Performs internal and external education functions which may include consultation with teachers and school staff and periodic in-service presentations.

Provides adequate plans for substitute teachers and evaluates their performance.

Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by law, District policies, and administrative regulations.

Assists in upholding and enforcing school rules, administrative regulations, and board policies.

Is punctual and responsible in performing all duties and activities as assigned.

Assists the administration in implementing all policies and/or rules governing student life, conduct and behavior in a fair and just manner.

Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by the Principal or Superintendent.

Attends staff meetings, serves on staff committees as requested, and accepts a share of responsibility for co-curricular or other activities as assigned by the Principal or Superintendent.

Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures.

Presents a positive image of Newberry County Schools at all times.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

South Carolina certification as Speech Correctionist; and or any equivalent combination of training and experience, as allowed by state certification authorities, which provides the required knowledge, skills and abilities.

Knowledge:

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing speech correction plans. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for instructional activities.

Skills/Effort:

Ability to provide speech therapy to students through explanation, demonstration and/or supervised practice. Ability to supervise students in various classroom and instructional activities and situations. Ability to assess, diagnose, and treat various speech and oral motor disorders. Ability to operate general office equipment in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.

Working Conditions:

Conducts duties in a classroom environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility:

Responsible for materials and supplies budget.
Supervises students during speech therapy sessions.
Supervises any instructional aides and volunteers assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____