

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Speech-Language Pathologist</b>	
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b> Director of Special Services
<b>EDUCATION:</b>	Master's Degree or Higher Appropriate Oregon Board of Examiners for Speech-Language Pathology and Audiology License Prefer American Speech and Hearing Association Certificate of Clinical Competency CFY Supervision Available	<b>FLSA Status:</b> Exempt
<b>LENGTH OF WORK YEAR:</b>	190 Days Per School Year	
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
<b>GENERAL JOB DESCRIPTION:</b>	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.  Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets. Responsibilities include student safety and security.	

### ESSENTIAL JOB RESPONSIBILITIES

#### **DOMAIN 1: Planning and Preparation**

- 1a: Demonstrating knowledge and skill in the specialist therapy area; holding the relevant certificate or license
- 1b: Establishing goals for the therapy program appropriate to the setting and the students served
- 1c: Demonstrating knowledge of district, state, and federal regulations and guidelines
- 1d: Demonstrating knowledge of resources, both within and beyond the school and district
- 1e: Planning the therapy program, integrated with the regular school program, to meet the needs of individual students
- 1f: Developing a plan to evaluate the therapy program

#### **DOMAIN 2: The Environment**

- 2a: Establishing rapport with students
- 2b: Organizing time effectively
- 2c: Establishing and maintaining clear procedures for referrals
- 2d: Establishing standards of conduct in the testing center
- 2e: Organizing physical space for testing of students and storage of materials

#### **DOMAIN 3: Delivery of Service**

- 3a: Responding to referrals and evaluating student needs
- 3b: Developing and implementing treatment plans to maximize students' success
- 3c: Communicating with families
- 3d: Collecting information; writing reports
- 3e: Demonstrating flexibility and responsiveness

#### **DOMAIN 4: Professional Responsibilities**

- 4a: Reflecting on practice
- 4b: Collaborating with teachers and administrators
- 4c: Maintaining an effective data-management system
- 4d: Participating in a professional community
- 4e: Engaging in professional development
- 4f: Showing professionalism, including integrity, advocacy, and maintaining confidentiality

### WORKPLACE EXPECTATIONS

- ✓ **Attendance and punctuality:** The employee has regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, following schedules, and responding to communications.
- ✓ **Personal appearance:** The employee is dressed and groomed in a neat, clean, appropriate and professional manner for the assignment and work setting.

- ✓ **Confidentiality:** The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and the best interest of the individuals involved.
- ✓ **Following policies and directives:** The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable job descriptions, and reasonable requests by proper authorities.
- ✓ **Setting appropriate boundaries with students:** The employee maintains professional boundaries in his or her relationships with students, including use of appropriate language, appropriate physical contact, and the use of technology such as email, text messages, or social networking internet sites.
- ✓ **Collaboration:** The employee maintains relationships with other staff members that are characterized by mutual support, cooperation, and respect and that build a school culture of collaboration focused on student learning.
- ✓ **Appropriate use of technology:** The employee will use internet, email, and electronic communications only for educational purposes or sharing information about school-sponsored events. The use of personal electronic devices is not allowed during class time.

**ADDITIONAL FUNCTIONS**

1. Provide high quality speech-language therapy services to students according to students' IEPs
2. Conduct assessments, analyzing results, and writing reports to determine strengths and concerns in areas of speech, voice, fluency, pragmatics , and language
3. Develop IEPs that are strength-based as well as child centered for overall educational improvement
4. Ensure evaluations, IEPs, and service delivery align with district, state, and federal guidelines
5. Complete progress reports in timely manner and according to district policy
6. Keep current on best practices in speech and language therapy and language development
7. Contribute productively to the school as a whole
8. Assignment may require travel between schools
9. Pursue continuous professional growth.
10. Adheres to all standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
11. Adhere to all Oregon Administrative Rules related to licensed educators.
12. Maintain appropriate licenses and training hours as required.
13. Regular attendance is an essential function of this position.
14. Other duties as assigned.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: 35 lbs.					
If required, lifts over <u>35</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: 20 lbs.					
If required, carrying over <u>20</u> lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	

11-20 lbs.			X		
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: > 100 lbs. Moving Furniture					
Distance: <u>5-20 feet</u> Type of Surface: (i.e. level, carpet, tile): <u>Vinyl Floor</u>					

<b>ENVIRONMENT (WORK CONDITIONS)</b>	
Works Inside <u>95</u> % of the time	/ Works Outside <u>5</u> % of the time.
Temperature Extremes: No	
Works on or around moving machinery or mechanical parts: No	

<b>OTHER PHYSICAL DEMANDS</b>					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop			X		
Twist			X		
Crouch/Squat		X			
Kneel		X			
Crawl	X				
Walk-Level Surface			X		X
Walk-Uneven Surface			X		X
Climb Steps			X		
Climb Ladder			X		
Work at Heights		X			
Reach at or Above Shoulder		X	X		
Reach Below Shoulder		X			
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Grasping/Squeezing				X	
Operate Foot Controls	X				

<b>ENDURANCE</b>							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting			X			1	2
Standing				X		1	6
Walking				X		1	6
Change Positions			X				

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name

Employee Signature

Date

Employer Representative (Immediate Supervisor):

\_\_\_\_\_  
Print Name Title Signature Date

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Human Resources

In the event of an on the job injury:

<u><i>For physician to complete:</i></u>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
_____ Physician's Signature	_____ Date