

**NORTH CENTRAL OHIO EDUCATIONAL SERVICE CENTER  
JOB DESCRIPTION**

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**Position:** Speech & Language Pathologist Locator Code: 306

**Reports to:** Special Education Supervisor

**Employment Status:** Regular/Full-Time

**FLSA Status:** Exempt

**Description:** Under general direction, provides children with comprehensive diagnostic and therapy services for articulation, language, voice, fluency, and related communication problems

**Note:** The below lists are not ranked in order of importance

**Essential Functions:**

- Reflects the educational philosophy of and adheres to the rules and regulations of the school districts/or facility to which the therapist is responsible
- Assists the school staff in the identification of children with speech, language, and hearing handicaps
- Provides initial diagnostic speech and/or language evaluations, including those required as part of full psychological assessments and re-evaluations using well recognized diagnostic speech and language tests such as:
  - audiometric screening
  - oral peripheral examination
  - receptive and expressive language assessment when indicated
  - articulation/phonology assessment when indicated
  - voice assessment when indicated
  - fluency assessment when indicated
  - cognitive/communication skills, and auditory processing skills
- Provides corrective or preventative therapy for identified children in the following categories:
  - articulation and phonological difficulties, including substitutions, omissions, and distortions
  - voice difficulties, including pitch, intonation, and inflection
  - rhythm difficulties, including stuttering and rate
  - language difficulties, including incorrect use of syntax or grammar, semantics/limited vocabulary, pragmatics/expressive language,

- auditory processing skills, and reading/written language
- Develops, in writing, specific individual educational plans and instructional objectives for each child served
- May participate in play based assessments
- Assists children in the transfer of newly-acquired skills to the classroom and the home by working with the children, their teachers, and parents
- Consults with the professional staff of the school system in development of therapy schedules and classroom modifications
- Assists in the development of curriculum guides and local policies as related to speech and hearing handicaps
- Develops appropriate in-service training programs for problems relating to speech and language development
- Collaborates with referrals to appropriate community agencies, resources and facilities concerned about children with speech and hearing handicaps
- Conducts periodic parent/teacher conferences and annual reviews to keep those involved aware of progress
- Develops and revises forms used in therapy programs in conjunction with appropriate administrators
- Compiles periodic progress reports for each student receiving speech services and submit report to parents and student record
- Conducts annual kindergarten screening
- Determines when children should be dismissed from therapy based upon the child's demonstration of newly-acquired skills in the classroom and evaluation assessment
- May participate in transition meetings (i.e. Help Me Grow to Preschool, preschool to school-aged)
- Attends department meetings
- Demonstrates regular and predictable attendance
- Keeps informed of current professional/subject area literature and curricular learning materials/resources available
- Participates in workshops given by agencies and personnel such as the SST, universities, county and local staff, and professional organizations designed to upgrade professional skills and knowledge of special education
- Serves on education-related committees (e.g., IAT/BAT, curriculum, etc.)
- Completes any and all other duties as assigned by the Supervisor, Director of Education, Superintendent or his/her designee

**Qualifications:**

- Master's Degree
- Speech pathologist will hold two licenses; a teaching certificate/ licensed by the Ohio Department of Education and a license issued by the Ohio Board of Speech and Language Pathology and Audiology
- Must possess a valid Ohio Driver's License
- Documentation of a clear criminal record

- Meets all mandated public health requirements (e.g. negative tuberculosis test, etc.)
- The employee shall remain free of alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center

**Equipment Operated:**

- Telephone
- Motorized Vehicle
- Computer
- Copier
- Fax Machine
- Audio Visual Equipment

**Knowledge, Skills and Abilities:**

- Knowledge of board policies and procedures, building policies and procedures, public relations; supervision; individualized educational plans; evaluation team reports; grade level curriculums, inventories; requisitions; emergency preparedness drills; assessment, interpretation, and intervention; consultation; research and evaluation; Rules for the Education of Children with Disabilities; State minimum standards; innovative programs and practices.
- Ability to interpret policies and procedures, and regulations; communicate effectively; supervise, schedule; assess and evaluate; follow directions; maintain records and files; prepare reports; develop IEP's; assist teachers, parents, administrators and other school personnel, lift and carry up to 50 pounds

**Additional Working Conditions:**

*Note: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of the job, the employee is regularly required to walk, talk and hear. The employee is frequently required to use hands and fingers to handle or feel objects, tools or controls; to reach with hands or arms, to stoop, kneel, crouch or lift moderate weight. Specific vision abilities required by this job include close vision, distance vision and depth perception
- Potential for exposure to blood, fluids, and tissue
- May be required to operate and/or ride in a vehicle in inclement weather
- May be required to work extended hours
- Potential for interaction with aggressive, disruptive and/or unruly individuals
- May require working under time constraints to meet deadlines
- May require prolonged use of a computer keyboard and monitor

**Terms of Employment:**

- Not to exceed 185 days

**Performance Evaluation:**

- As per North Central Ohio Educational Service Center Administrative Guidelines

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Reviewed and agreed to

by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee Signature)

**Adoption date: 04/15/2008**