

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: SPEECH/LANGUAGE THERAPIST

TYPE: Licensed

REPORTS TO: Special Education Administrator

POSITION SUMMARY:

The primary purpose of this position is to provide direct services for speech/language assistance for qualified students keeping within the law, board policies, and administrative regulations.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree.
2. Criminal history clearance.
3. Valid Oregon Teaching License with Speech/Language endorsement.

ESSENTIAL FUNCTIONS:

1. Plans and implements a program of study following state and district goals/curriculum that meets the individual needs and development of students.
2. Plans and implements the student's program (IEP) for speech/language by selecting specific activities, materials, and methods as related to diagnostic findings and recommendations of the evaluation team.
3. Diagnoses the needs and abilities of assigned students and prescribes appropriate learning activities for each student.
4. Organizes and conducts IEP meetings and manages the IEP process in accordance with law and district requirements.
5. Assists the classroom teacher(s) in developing instructional programs by providing materials, suggestions, techniques, and resources which the teacher(s) can use with the student(s) in the regular classroom.
6. Establishes and maintains open lines of communication with students and parents/guardians concerning both the academic and behavioral progress of all assigned students.
7. Assists the administration in implementing all policies and/or rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and school in a fair and just manner.
8. Maintains accurate, complete, and confidential records as required by law, district policy, and administrative regulations.
9. Confers with colleagues, administration, student, and/or parents.
10. Assists parents and community members as needed.
11. Strives to maintain and improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
12. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
13. Operates computer and software programs as related to job responsibilities.
14. Lifts, moves or restrains a student on a regular basis.
15. Frequent or prolonged standing, walking and sitting.
16. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS
Position Description
Speech Language Therapist (cont'd)

OTHER REQUIREMENTS:

1. This position is primarily performed indoors in school buildings, although, some outdoor instruction and supervision are required.
2. This position requires travel between school and work sites. (The employee is responsible for supplying a vehicle for this and other position related travel and will be reimbursed for approved mileage).
3. Possible exposure to bodily fluids due to student or employee injury or illness.
4. Evenings and/or extended work hours are often required.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

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 in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.

TERMS OF EMPLOYMENT:

Current base work year is approximately 192-202 paid days, subject to change. May include extended contract days. Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Date

Employee Signature

Date