

Massillon City School District

Description of Duties for Speech-Language Pathology Position*

- Identify those students who have a speech and/or language disability; develop and implement a program for improvement and/or correction of speech and/or language disorders of articulation, language, fluency and voice.
- Ensure safety of students
- Teach and evaluate the students using sound speech/hearing instructional practices
- Prepare clear and timely lesson plans for speech/hearing students which will promote their welfare and their proper education development
- Participate in parent/teacher conferences as appropriate
- Counsel with colleagues, students and parents relative to speech/hearing students
- Maintain and improve professional competence in the specified area
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards and conferences
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Monitor accomplishments of students on a regular basis and provide progress reports as required
- Coordinate notification of parents if student is not meeting goals/objectives
- Take all necessary and reasonable precautions to protect students, equipment, materials and facilities
- Provide a therapeutic program for speech, language and hearing handicapped children
- Assist and guide teachers in observing, describing, identifying and referring students with suspected speech and language handicaps
- Assess student speech and hearing skills
- Screen students to identify speech and language problems
- Refer and consult with outside agencies, supervisors, and specialist in related areas
- Provide in-service education to staff and parents on speech and hearing topics
- Serve as a consultant to teachers and school staff members on topics concerning speech improvement
- Maintain ongoing records for students receiving speech therapy
- Responsible for requisitions and maintaining needed equipment and supplies
- Make referrals for medical or other professional attention necessary for the habilitation of speech or language handicaps
- Follow due process procedures for enrolling students in therapy
- Conduct and participate in annual reviews for all students continuing in speech therapy
- Conduct re-evaluations for students continuing in speech therapy as required
- Assist in the development of district policies and procedures as related to speech and language services
- Maintain accurate records for individual students receiving speech and language services
- Provide periodic written reports consistent with the reporting schedule of the district to the parent of the handicapped child regarding the child's progress
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student educational/medical records and assessments including psychological evaluations
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required by the Building Principal/Coordinator of Special Education
- Perform additional duties as required by the Building Principal/Coordinator of Special Education/Designee

*This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.