

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Speech-Language Pathologist

REPORTS TO: Director of Special Education and Building Principal

JOB GOAL: To assess and treat students with speech, language, voice, and fluency disorders within the educational setting.

QUALIFICATIONS:

1. State of Maine Board of Speech, Audiology and Hearing Licensure *or* State of Maine Department of Education Speech & Hearing Clinician (293) certification.
2. Certificate of Clinical Competence preferred
3. School based experience preferred

PERFORMANCE RESPONSIBILITIES:

1. Completes speech-language evaluations and uses evaluation results and/or data to develop appropriate student speech-language therapy goals.
2. Participates in Child Find screenings (e.g. transfer record reviews/kindergarten screening).
3. Maintains thorough documentation of speech-language therapy sessions (including MaineCare).
4. Maintains inventory of program supplies and resources and determines needs for budget requisition.
5. Develops and adheres to weekly speech-language therapy schedule of services and prepares materials and therapy space for instructional activities.
6. Develops, maintains and monitors special education records as required by Maine Unified Special Education Regulations (MUSER), school department policies, and administrative procedures.
7. Keeps current with developments in the field by participating in professional opportunities (e.g. organizations, research, conferences, and webinars).
8. Collaborates/communicates with school staff, parents, and community service providers.
9. Provides IEP team-determined speech-language therapy services.
10. Attends parent-teacher conferences according to school department expectations.
11. Prepares for scheduled sessions and shows written evidence of preparation upon request of supervisors.
12. Assists in designing, developing, and employing alternative communication devices and strategies.
13. Participates in staff meetings according to school department expectations.
14. Pursues continuing education opportunities that facilitate relevant and appropriate professional growth in order to maintain professional certification/licensure.
15. Supervises Speech-Language Pathology Assistants.

16. Attends and/or chairs IEP team meetings.
17. Accurately completes required IEP documentation and meets local, state, and federal requirements.
18. Completes IEP progress reports for each student for each grading period.
19. Maintains confidentiality unless disclosure is required by law.
20. Performs duties as assigned by building administrator.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated by the Director of Special Education, based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____