

PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION
Speech Therapist

QUALIFICATIONS:

1. Meets minimum standards for certification as set forth by the West Virginia State Board of Education in Minimum Standards for the licensure of Speech Therapist.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Ability to communicate effectively with students, school personnel and parents.

IMMEDIATE SUPERVISOR:

Special Education Director/Principal

PROFESSIONAL RESPONSIBILITIES:

- Plans, prepares and implements new programs or facilitates change in the existing Speech Therapy Program.
- Organizes, directs and coordinates programs.
- Gathers and interprets data for individuals, groups or programs.
- Delivers services to students or others.
- Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others.
- Facilitates professional development activities to achieve goals and achievement of desired goals.
- Develops and improves individual competencies and skills to deliver services.

PROFESSIONAL PERFORMANCE CRITERIA:

Planning, Preparation and Implementation

Engages in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation. Items that may be used to reflect planning and preparation:

Identifies needs of students and others; develops action plans based on identified needs; evaluates ongoing programs/plans; revises programs based on assessment; implements ongoing program activities and revises activities as needed; and advises school personnel regarding available resources.

Administration/Management

Organizes, directs, or coordinates programs that include responsibility for budgeting, staffing, reporting and other similar activities. Items that may be used to reflect administration/management:

Aids school administration in developing and providing policies and/or programs; establishes and communicates practices and procedures to students, parents, community and staff; works to integrate program into total school curriculum; prepares thorough and accurate reports in a timely manner; and makes recommendations to modify the school program to meet individual student's needs.

Assessment/Evaluation

Gathers and interprets data from individual, groups, or programs to evaluate needs and program. Items that may be used to reflect assessment/evaluation:

Explains nature and purpose of assessment in an understandable manner; demonstrates knowledge of theories, techniques and instruments used for assessment; follows confidentiality procedures; makes provisions for the attainment and evaluation of program goals; and communicates effectively with school personnel, students, parents and the community.

Intervention

Delivers services to students and others to improve skills/functional abilities or inform recipients of services. Items that may be used to reflect intervention:

Provides activities to foster the development of the whole child/student; demonstrates positive interpersonal relationships with students, educational staff, parents, and the community; assists teachers and students in implementing plans/strategies; involves student in setting objectives; and uses systematic processes to assess needs, plan interventions and evaluate outcomes.

Collaboration

Collaborates with school personnel, parents and the community to assist with and coordinate the delivery of services to students. Items that may be used to reflect collaboration:

Presents information about services offered to students, school personnel, parents, and the community; assists parents and students with individual needs to secure available services; creates a positive climate during consultation; serves on or leads multidisciplinary teams; and respects values different from his/her own.

Professional Development

Facilitates professional development activities to achieve goals. Items that may be used to reflect professional development:

Seeks input from staff; plans, implements, and evaluates professional development programs; disseminates information at meetings; and develops procedures and provides training for school personnel students and parents.

Professional Responsibilities

Develops and improves individual competence and skill in delivering services consistent with professional standards. Items that may be used to reflect professional responsibilities:

Behaves in an ethical manner; demonstrates understanding of own professional limitations; continues professional development by keeping abreast of current trends; keeps appointments and follows up with commitments; adheres to established regulations, policies, rules and laws; and commands respect by example in appearance, manners, behavior and language.