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**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Speech and Language Pathologist
Reports to: Program Director of ESE

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage in Speech Correction or a current Florida license as a Speech Therapist. Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To help reduce or eliminate speech and hearing impediments that interfere with the individual student's ability to derive full benefit from the district's educational program.

Essential Duties and Responsibilities:

1. Serves as a resource to school staff members in the development of a balanced program for oral communication and speech improvement.
2. Provides a therapeutic program to meet individual needs of speech and hearing handicapped children.
3. Assists and guides teachers in observing, describing, and referring suspected and identified speech and language impairments.
4. Provides a thorough assessment and diagnosis of speech, voice, hearing, and language impairments.
5. Provides screening to identify speech handicapped children at regular intervals and at specified levels.
6. Assists in proper referrals of individuals to agencies and specialists in the community as appropriate.
7. Provides appropriate individualized programs of therapy to meet individual student's needs and correct existing speech or language handicaps.
8. Collaborates with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
9. Provides information, support, and counseling to parents and families when appropriate.
10. Provides inservice education and serves as a consultant to teachers and school staff members on topics concerning speech improvement.
11. Keeps thorough ongoing records for the individual student receiving therapy or other school-provided speech services.
12. Maintains lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, and related services.
13. Compiles case history data on those cases where additional family history, health history, early developmental history, and environmental history are deemed appropriate.
14. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
15. Prepares and administers the annual budget for speech therapy services.
16. Abides by all policies of the Okaloosa County School Board.
17. Performs other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation by the Program Director of ESE in accordance with the Master Contract, local policies, and state law.