

**OFFICE OF MARY C. BARLOW
KERN COUNTY SUPERINTENDENT OF SCHOOLS**

SPEECH AND LANGUAGE PATHOLOGIST

Certificated Job Description

IMMEDIATE SUPERVISOR:

Coordinator of Speech and Language Therapy Services

ESSENTIAL FUNCTIONS:

1. Establish program goals within each school district and special education program for children with communicative handicaps.
2. Make necessary physical arrangements at each site for program implementation.
3. Arrange suitable schedule for speech and language screening.
4. Establish a record-keeping system for maintaining student records in accordance with local, state and federal regulations.
5. Screen students to determine those who may need speech and language therapy services.
6. Obtain permission for appropriate diagnostic testing; administer those tests.
7. Conduct conferences with parents, school personnel, and other professional personnel to acquire necessary information for complete appraisal of students' communicative abilities and needs.
8. Participate in the writing of each student's Individual Educational Plan (IEP).
9. Exchange pertinent information with teachers regarding children who will be scheduled for speech and language therapy.
10. Schedule students for speech and language therapy; provide speech and language therapy as scheduled.
11. Offer suggestions for teacher consideration of speech and language activities which might be beneficial for children exhibiting communicative handicaps.
12. Make referrals to school personnel and other professional personnel when applicable.
13. Arrange for necessary materials and equipment for therapy activities.
14. Keep student records in accordance with the regulations of the Kern County Superintendent of Schools Office, State Department of Education, and federal government.
15. Ensure that the total program is in accord with local district policy.
16. Administer applicable diagnostic instruments to determine whether students' needs have been met, i.e., IEP goals and objectives of speech and language therapy.

17. If therapy goals and objectives are not achieved, implement alternate program(s) or makes appropriate referrals.
18. Dismiss students when communicative needs have been met; re-evaluate periodically.
19. Attend professional conferences, workshops, and advanced courses in communications and allied professional fields.
20. Read current journals and literature in communications and allied professional fields.
21. Review new materials and equipment.
22. Actively participate in local, state and national professional speech and hearing organizations.
23. Attend local school meetings when requested; schedule professional staff meetings; speak to professional, parent and community groups as requested.
24. Prepare a summary report of the total year's program and submit report to Coordinator.
25. Perform any other duties as requested by the Coordinator of Speech and Language Therapy Services.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Ability to conduct oneself in a professional manner, presents a favorable personal appearance, and demonstrates personality characteristics which enhance effectiveness in a school setting.
2. Ability to communicate effectively, with a pleasant voice and correct articulation, and use appropriate, professional language skills in writing and speaking.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to relate positively to children and instill in them a desire to improve.
2. Ability to relate positively to parents, school personnel, and other lay and professional people.
3. Demonstrate a positive attitude and desire to improve professional knowledge and competence.

4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Appropriate California credential(s) for providing speech and language therapy services.

B. Experience:

2. Prefer one year in professional speech and language therapy services.

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