



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Speech-Language Pathologist  
FLSA Status: Exempt  
Salary Grade, if non-union:  
Pay Grade, if union: Teacher Salary Schedule  
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to ensure that all students who have communication delays or communication disorders (as defined by State Board Rules 6A-6.03012 and 6A-6.030121) are provided appropriate speech-language services or related services in order to receive a Free and Appropriate Public Education.

### Essential Functions of this Job

#### A. Prevention and Identification

Provides resources and training to educators and parents that will help eliminate or inhibit the onset and development of communication disorders. Provides leadership in the team process of identifying students who may need speech and language assessments and determine a continuum of intervention strategies and/or possible eligibility for special education or related services. Makes appropriate referrals to outside providers when necessary.

#### B. Assessment and Evaluation

Conducts thorough, appropriate, and balanced speech, language, and/or communication assessments using a comprehensive assessment plan. Evaluates and summarizes all relevant results. Is an active member of the school Problem Solving Team and contributes to the process of determining eligibility for ESE services. Makes appropriate recommendations to the school staff or IEP team.

#### C. Service Delivery

Uses service delivery options appropriately, efficiently and effectively. Follows evidence-based practices.

Position Title: Speech-Language Pathologist

Meets responsibilities and obligations to students who are at risk as well as students on the caseload. Keeps clear and comprehensive records. Informs parents and teachers of student progress. Utilizes time management skills to provide consistent services.

#### D. Public Relations

Upholds and enforces board policy, administrative procedures, and school rules and regulations; and is supportive of them to the public. Maintains appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time. Strives to communicate the positive aspects of our school program to the public in word and deed. Works cooperatively with parents to strengthen the educational program for their children. Establishes and maintains cooperative relations with other staff.

#### E. Professional Growth

Continues professional growth through attendance at workshops, seminars, conferences, and/or advanced coursework at institutions of higher learning. Maintains membership in appropriate professional organizations, such as the American Speech-Language-Hearing Association. Cooperates with the administration in planning appropriate in-service training programs on a building or district level. Attends staff, department, and committee meetings when appropriate.

#### F. Student Evaluation

Evaluates progress of students on a regular basis using multiple assessment methods. Makes appropriate adjustments in the student's IEP based on ongoing progress monitoring and the student's performance in the student's educational environment. Performs duties necessary to maintain the accountability required for the instructional program and as required by federal, state and district guidelines. Respects the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

#### G. Clinical Supervision

Provides oversight to Speech-Language Pathology Assistants per Department of Health regulations for the purpose of ethics and licensure issues as outlined by American Speech-Language-Hearing Association. Supervision is non-evaluative.

#### Non-Essential Functions of this Job

Performs other duties as assigned.

#### Knowledge, Skills and Abilities:

Ability to work cooperatively with parents, school districts and agencies in providing services to students. Ability to develop concepts and ideas and relate both in oral and written form. Knowledge of child development. Ability to administer testing instruments as required. Must possess strong interpersonal skills and have the ability to work cooperatively and collaboratively with students, teams and groups. Must be able to work a flexible schedule to meet the needs of the position. Bilingual/biliterate preferred.

#### Education, Experience and/or Certification/License Requirements

Must possess a Master's or higher degree with a graduate major in speech-language pathology or be currently enrolled in a graduate program for Speech-Language Pathology, or hold a valid license in speech-language pathology from the State of Florida Department of Health. Must be Highly Qualified as defined by the Course Code(s) assigned.

Position Title: Speech-Language Pathologist

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. May require working outdoors as well, with exposure to outdoor elements including weather changes, foliage, insects, etc. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds.

Local Code: 0556

EEO5: 32

Approval Date: 2012-06-27

Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*