



# **Annandale Public School District 876**

## **JOB DESCRIPTION**

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**Position Title:**  
Speech-Language Pathologist

**Department:**  
Certified

**Unit:**

**Immediate Supervisor:**  
Building Principal

**Grade Placement:**  
Certified Staff Master Agreement

**FLSA Status:**  
Exempt

### **Job Summary:**

Under the direction of the Building Principal, the Speech-Language Pathologist is responsible for providing language and speech services directly to qualifying students based upon MN State criteria in the areas of language, articulation, fluency and voice. Conducts speech and language assessments of student needs; interprets informal and standardized communicative measures; and participates in the development of individualized educational plans (IEP's) for students with eligible communicative needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Participates and attends educational staffings to identify student referrals from parents and teachers who may be in need of communicative services. Conducts initial and follow-up assessments and diagnoses various speech and language disorders through the use of standardized evaluation tools and informal communicative measures, instruments and techniques.
2. Develops individualized educational plans for students eligible for speech and language services. Monitors and documents student progress and achievement against stated goals and outcomes outlined in the student(s) individualized educational plan.
3. Provides direct professional speech and language services to student(s) caseload. Develops and implements activities, interventions, therapy techniques, and procedures for individuals and groups in the delivery of speech and language services.
4. Collaborates, participates and provides consultation to other educational professionals during staffings and meetings relating to student IEP's, assessment results or to provide resource information to staff in matters pertaining to speech and language services, issues, needs, and/or trends. Provides training, resources and information to parents and teachers concerning speech/language issues.

5. Tracks, monitors and maintains records(including 3rd party billing), files and documentation on all parental contacts, student services, progress notes, IEP's, and the like required by the District or relevant laws, rules and/or guidelines.
6. Performs other comparable duties of a like or similar nature as apparent or assigned.

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Master's Degree in Communications Disorders

### **License/Certification Requirements:**

- Speech and Language Pathology
- Certificate of Clinical Competence (ASHA)
- MN Teaching License

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of speech, language, articulation, fluency and voice disorders, syndromes, neuroanatomy, sensory issues, autism and alternative forms of communication.
- Knowledge of district educational and administrative policies and procedures.
- Knowledge and skilled in the use of standardized and informal diagnostic and assessment measures and/or instruments used in the identification and evaluation of speech and language development and/or communication disorders.
- Knowledge of due process laws, regulations, requirements and guidelines as well as any other laws and rules impacting the delivery and service of speech and language programs.
- Knowledge of the fundamentals, principles, and concepts of overall child development and the normal development of speech and language.
- Knowledge of the Response to Intervention (RTI) process in regards to analyzing behaviors/skills and recognizing strategies for interventions.

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to communicate ideas clearly and concisely, both verbally and in writing
- Ability to transport self between and among school sites throughout the District, and to students' homes, as necessary
- Basic computer literacy - word processing, data entry
- Skilled in communicating effectively on interpersonal and group levels.
- Skilled in developing and delivering speech and language direct services to students/clients to assist them in addressing or achieving their goals and objectives.

- Skilled in developing, writing, monitoring and revising goals, objectives and IEP's for assigned caseload(s).

## **PHYSICAL REQUIREMENTS**

**Physical requirements associated with the position can be best summarized as follows:**  
Exerting up to 10 pounds of force occasionally, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.