

**BITTERROOT VALLEY EDUCATION COOPERATIVE  
JOB DESCRIPTION**

**TITLE:** Speech/Language Pathologist

**CLASSIFICATION:** LICENSED

**QUALIFICATIONS:** Must possess a license from the Montana Board of Speech Language Pathologist and Audiologists.

**REPORTS TO:** The Speech Pathologist shall report to the Co-op Director.

**FUNCTION:** Provide assessment and evaluation for special education eligibility. Develop and implement direct interventions to students. Consult and collaborate with parents and school staff to facilitate provision of services to students including the following areas.

**GENERAL DUTIES:**

Actively participates in staff meetings and offers constructive feedback and suggestions.

Demonstrates ability to critically analyze job performance, respond to feedback and seek training and resources to improve service to students.

Demonstrates high quality of work, including accuracy, neatness, thoroughness, punctuality, time management and technical expertise.

Follows organizational master contract, policies, procedures, practices and professional ethics.

Demonstrates adaptability to meet changing conditions and technology and positively respond to new opportunities, practices, and program improvement procedures.

**GENERAL DUTIES: (continued from page 1)**

Understands and appropriately interprets the public law, rules, procedures, and best practices as they relate to students with disabilities.

Demonstrates ability to consult with school personnel as needed and interacts in a positive manner with co-workers, school and community agency personnel.

Exercises initiative and good judgment and demonstrates effective problem solving skills.

Participates, as required, in school wide improvement plans.

Treats all matters of students' disabilities and Co-op business in a confidential manner.

Demonstrates ability to supervise and direct students as needed.

Completes other reasonable duties as assigned by the Director.

**SPECIFIC DUTIES:**

Demonstrates strong knowledge of standardized, curriculum and functional based assessments and performs comprehensive student evaluation to efficiently and accurately assess skill deficits and strengths for RTI and CST teams.

Writes succinct comprehensive evaluation reports and concisely presents information to school teams.

Collaborates with the education team and helps identify, develop and implement researched based interventions directly related to assessments for RTI and IEP teams.

Participates in CST meetings by offering assistance and clarifications on eligibility, legal issues, supports and services.

Regularly consult with school staff to facilitate implementation of intervention strategies, help develop data collection for progress monitoring and analyze data to determine students' progress on IEP goals.

As member of the CST collectively determine if a disability exists and what special education or related services are necessary to meet the child's educational needs.

**SPECIFIC DUTIES:** (continued from page 2)

Become the case manager where SLP is the primary service provider and develop and maintain a confidential special education records according to the IDEA and state regulations.

Develops clearly written IEP plans with measurable and achievable goals that are easily understood and followed by school staff and parents. All IEPs shall be completed and maintained as directed by the Cooperative Special Education Director.

Works with District and Co-op staff to develop curriculum goals and activities, which are appropriate for the individual student's needs.

Select or develop and use appropriate materials for intervention and prevention strategies.

Identify and refer students for appropriate services when necessary.

\*The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) both allow for reasonable workplace accommodations for qualified employees in need of such accommodations. While some duties may be modified for a qualified employee upon written request and agreement, all duties described in this job description are considered essential.

**Revised Date:** 8/21/07