

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Speech and Language Pathologist Position Description

LOCATION: Various Schools

JOB CATEGORY: Professional

PAY GRADE: Grade 34

CONTRACT TYPE: 200 and/or 250 Day

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Completes a variety of tasks such as activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication; works with students who have identified speech and language disorders as well as other disabilities; performs related duties as assigned.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Evaluate, identify, and provide speech-language services for students with communication disorders in accordance with federal, state, and local requirements.
- Develop, implement, and monitor individualized therapy plans designed to improve speech, language, voice, fluency, pragmatic language, and communication skills.
- Conduct screenings, assessments, reevaluations, and eligibility determinations; interpret assessment results and prepare required reports and documentation.
- Maintain accurate and timely records, including Medicaid documentation, progress reports, treatment logs, evaluations, and compliance records.
- Participate in and facilitate IEP meetings, eligibility meetings, and other student support meetings; contribute to the development of individualized educational programs and service plans.
- Communicate effectively with parents, staff, administrators, medical professionals, and community agencies regarding student progress, needs, and services.
- Collaborate with teachers, instructional staff, and related service providers to support student success within the educational environment.
- Provide consultation and training regarding communication disorders, intervention strategies, and assistive technology, including augmentative and alternative communication (AAC) systems.

- Assist with Child Find activities, division-wide screenings, and evaluations as assigned.
- Maintain therapy spaces, materials, and equipment necessary to provide effective services.
- Coordinate and support speech-language pathology resources, materials, and professional collaboration within the division.
- Participate in professional development activities and maintain all required licensure and professional credentials.
- Provide services for Extended School Year (ESY) programs as assigned.
- Travel between schools, student locations, meetings, and other work-related assignments as required.
- Perform other duties as assigned by the Director of Special Services or designee.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of speech-language pathology principles, practices, assessments, treatment methodologies, and applicable federal and state special education regulations.

Knowledge of normal and atypical speech, language, hearing, voice, fluency, and communication development. Ability to evaluate, diagnose, and provide therapeutic interventions for students with communication disorders. Knowledge of augmentative and alternative communication (AAC) systems, assistive technology, and specialized instructional strategies for students with disabilities. Ability to collect and analyze data, maintain accurate records, prepare reports, and meet compliance deadlines. Strong organizational, interpersonal, written, and verbal communication skills. Ability to establish and maintain effective working relationships with students, parents, staff, administrators, medical professionals, and community agencies. Proficiency in the use of educational technology, electronic records systems, and standard software applications.

EDUCATION AND EXPERIENCE

Master's degree in Speech-Language Pathology from a program accredited by the Council on Academic Accreditation (CAA). Must hold or be eligible for a valid license issued by the Virginia Board of Audiology and Speech-Language Pathology and possess all credentials required to provide speech-language pathology services in Virginia public schools. A passing score on the Speech-Language Pathology Praxis examination is required. Clinical Fellowship Year (CFY) candidates may be considered when appropriate supervision requirements can be met. Demonstrated ability to work effectively with students, families, staff, administrators, and community partners is required.

SPECIAL REQUIREMENTS

The employee must possess good moral character and serve as a positive role model for students. Ability to work cooperatively and professionally with students, families, staff, administrators, and community stakeholders is required.

Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements. Employees transporting students must successfully complete and maintain all required driver screenings, approvals, and compliance requirements, including but not limited to Motor Vehicle Record (MVR) reviews and any division-required training or documentation.

REMOTE WORK ELIGIBILITY

This position may be eligible for a remote or hybrid work arrangement as determined and approved by the Superintendent or designee. Approval for remote work is based on the operational, instructional, and needs of Warren County Public Schools (WCPS) and the essential functions of the position. Remote work is not guaranteed and may be modified or discontinued at any time.

Employees approved for remote work are expected to maintain a professional and secure work environment, remain available and responsive during assigned work hours, comply with all WCPS policies and procedures, safeguard confidential information, and perform all essential job functions at a level consistent with on-site employees. Employees may be required to report to a WCPS worksite, school, meeting, training, or other work-related assignment as directed. Remote work approval does not alter the duties, responsibilities, performance expectations, work schedule, or employment status associated with this position.

PHYSICAL DEMANDS/REQUIREMENTS

Work is performed in a variety of educational settings, including classrooms, therapy rooms, offices, conference rooms, community locations, and, when approved, remote work environments. Frequent standing, walking, sitting, bending, reaching, kneeling, and transitioning between work locations may be required throughout the workday. Frequent travel between schools and work sites may be necessary.

The employee may be required to lift, carry, transport, move, or position instructional materials, therapy equipment, assistive technology devices, AAC systems, and other work-related items weighing up to approximately 25 pounds on a regular basis and up to 40 pounds occasionally. Work requires sustained use of computers, tablets, communication devices, and other technology for documentation, virtual meetings, evaluations, therapy services, and data management. Employees must possess the ability to communicate effectively in person, by telephone, and through virtual platforms.

The employee must have sufficient visual acuity to review written materials, analyze data, administer assessments, observe student performance, and operate computer systems. Hearing and verbal communication abilities are required to conduct assessments, provide therapy services, collaborate with staff, and respond to student needs.

The position requires frequent interaction with students, including students with disabilities and significant communication, behavioral, physical, or medical needs. Employees may be required to assist with positioning students, handling adaptive equipment, responding to behavioral situations, and supporting student participation in educational activities.

When approved for remote work, employees must maintain a safe, secure, and ergonomically appropriate work environment capable of supporting the essential functions of the position, including secure access to division systems, virtual service delivery, confidentiality requirements, and effective communication with students, families, and staff.

Regular interaction with students, parents, staff members, administrators, medical professionals, and community agencies is required.

EVALUATION

Performance will be evaluated by the Director and/or Supervisor of Special Services in accordance with School Board policies and division guidelines.

Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.