

- ☐ New Position
☒ Existing Position

☐ New Description
☒ Revised Description
 Updating current duties

CAPITAL AREA INTERMEDIATE UNIT POSITION DESCRIPTION

POSITION TITLE: Speech/Language Therapist

TEAM: Student Services

QUALIFICATIONS:

1. Master's Degree required.
2. Active PA Instructional I or II Certification in Speech/Language Impaired OR Educational Specialist Certification as a School Speech and Language Pathologist required.
3. ASHA CCCs preferred.
4. Full certification in Safe Crisis Management (SCM), Safety Care, or other restraint management system as required by the assignment.

JOB GOAL: To provide a program of speech and language therapy to meet the identified speech and language needs of children/students with a speech and language disability.

REPORTS TO: Supervisor, School-Age Speech and Language; OR
Supervisor, Early Intervention Speech and Language, depending upon assignment

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Conduct speech and language screenings for referred students.
2. Provide a comprehensive evaluation of speech and language skills as part of the multidisciplinary team evaluation/reevaluation for referred and enrolled children/students.
3. Participate as a member of the Individualized Education Program (IEP) planning team, providing recommendations for instruction in the areas of speech and/or language.
4. Work cooperatively with other CAIU staff in providing an integrated approach to therapy/instruction, including the use of augmentative communication and assistive devices.
5. Report on child/student progress as per program and/or facility requirements.
6. Meet as necessary with parents/guardians/family members to confer on child/student progress.
7. Comply with the record keeping requirements of agencies/districts contracting with the CAIU for speech and language services.

8. Complete records and reports to meet established timelines and standard and in compliance with Federal and State regulations and standards.
9. Act as a consultant and resource to CAIU, school district, and agency personnel and to parents and families regarding speech and language development, including implications of a speech and language disability and therapy.
10. Work cooperatively and, as appropriate and approved by the Supervisor, with children/student from area agencies, medical facilities, and school districts.
11. Recommend assessment instruments, instructional materials, and equipment for purchase; prepare purchase orders for/purchase equipment, instructional materials, and other items as directed.
12. Maintain a knowledge base of current information in the field of speech and language development and communication disorders to facilitate the delivery of a quality and comprehensive clinical program.
13. Read, on a regular basis, current professional literature available in the area of communication disorders.
14. Maintain materials and equipment in good condition.
15. Attend conventions, workshops, and in-service programs offering information on communication development and disabilities.
16. Adhere to the policies, procedures and rules as applicable, of the building/agency/facility contracting for speech and language services and/or providing a site for service provision.
17. Attend and participate in staff and team meetings as appropriate.
18. Assume any other responsibilities as assigned by the employee's Supervisor or his/her designee.
19. Assume any other responsibilities as assigned by the Executive Director or his/her designee.

POSITION SPECIFICATIONS

TERMS OF EMPLOYMENT:	190 days per year.
WORK SCHEDULE:	7.5 hours per day inclusive of lunch.
JOB CLASSIFICATION:	Bargaining Unit, Professional.
PHYSICAL DEMANDS:	Occasional lifting - up to 25 lbs. Frequent bending, stooping, twisting, reaching, grasping, walking. Frequent sitting and typing/keyboarding. Frequent driving to and from assignments.
SENSORY ABILITIES:	Visual acuity to read from paper and electronic devices computer screen. Auditory acuity to be able to use telephone and greet and interact with individuals and/or groups. Ability to speak clearly and distinctly. Ability to operate a computer. Ability to operate a motor vehicle.
WORK ENVIRONMENT:	<input checked="" type="checkbox"/> Office <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Meeting Rooms <input checked="" type="checkbox"/> Conference/Professional Development Settings
TRAVEL:	Frequent travel required.
EQUIPMENT REQUIRED:	Personal Cell Phone and Personal Vehicle.
TEMPERAMENT:	Must be able to: <ul style="list-style-type: none">• develop and foster business relationships with all constituencies; interact well with various publics and individuals.• work effectively as a member of a team.• be cooperative, congenial, and service-oriented with a positive attitude.
COGNITIVE ABILITY:	Must be able to: <ul style="list-style-type: none">• maintain confidentiality as required by State and Federal regulations.• think and work independently.• read and comprehend correspondence, instructions, and the like.• handle and prioritize multiple tasks.• make decisions on detail work.• follow-through to completion of assigned tasks with minimal supervision.
LICENSE:	Must possess valid driver's license and reliable transportation to/from work.
BACKGROUND CHECKS AND CLEARANCES:	Must possess current, valid Act 34, Act 114, and Act 151 Clearances, as well as completed and acceptable Act 168 background checks.

OTHER REQUIREMENTS: Upon hire, all new employees must obtain a certificate of medical examination as well as a tuberculosis test as required under Chapter 14 of the Public School Code, 24 P.S. §§14-1416, 14-1418; 22 Pa Code §49.12(b) (regarding education); and 28 Pa Code §23.44 (regarding health and safety).

COMMENTS:

The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the description, as jobs are analyzed and modified.

The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform the CAIU Human Resources Department of any and all reasonable accommodation requests.

The CAIU is an equal opportunity employment, educational and service organization.

Form Revised 6/1/15

1st Reading – 12/17/2015
2nd Reading – 1/ 28/2016