

galileoschool

FOR GIFTED LEARNING

Job Description Speech and Language Pathologist

POSITION SUMMARY:

To be responsible for the testing, management and coordination of eligibility and placement process of speech and language students.

DUTIES AND RESPONSIBILITIES:

1. Use of a wide range of test materials and assessment procedures in areas of speech, language, voice, fluency and hearing and maintain familiarity with improved methods and materials.
2. Use of varying technique for remediation in the areas of speech, language, voice, fluency and hearing.
3. Develop appropriate long-range IEP goals for students commensurate with their individual needs.
4. Implement appropriate clinical procedures in providing individualized programming to each student.
5. Provide consultation and/or materials to parents, teachers and others as appropriate regarding individual students and/or speech, language, voice, fluency and hearing disorders.
6. Develop clinical management plans which are easily followed, comprehensive and consistent with clinical objectives, including the maintenance of clinical data for each student.
7. Participate in staffing, as appropriate, and placement process for school's speech-language program.
8. Participate as a member of the Student Study Team, as needed.
9. Manage the process and documentation of the IEP, re-evaluation and dismissal process.
10. Ensure that all speech-language-hearing information required for ESSS decision-making purposes is available and reviewed.
11. Fulfill required FTE record-keeping responsibilities accurately and punctually.
12. Communicate with students' parents in regard to legal rights and informed consent.
13. Exhibit rapport, understanding, enthusiasm and appropriate two-way communication with students, parents, school staff and colleagues.
14. Perform tracking as needed for Medicaid billing
15. Attain certification and clearance to become a certified Medicaid Provider
16. Perform other duties as assigned by the Principal or Local Educational Authority.
17. Perform medicaid billing for eligible students and become certified in medicaid billing.

MINIMUM QUALIFICATIONS:

- Master's Degree in speech language pathology or Communicative disorders and Florida Department of Education Certification or Florida licensure in speech-language pathology under the Department of Professional Regulations
- Knowledge of Federal, State and Local laws and policies as they pertain to speech-language pathology.
- Knowledge of computer applications and applicable clinical technology as related to specific job functions.
- Attain certification and clearance to become a certified Medicaid Provider of Speech and Language Therapy.

This organization reserves the right to review and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment. The Galileo School for Gifted Learning does not discriminate in employment or any educational program or activity based on race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, disability if otherwise qualified or any other unlawful factor.

Employee Printed Name

Employee Signature

Date

School Principal

Date