



## Job Description

### Equal Employment Opportunity

#### SPEECH AND LANGUAGE PATHOLOGIST

<b>DEPARTMENT/PROGRAM:</b> Special Education	<b>CLASSIFICATION:</b> Certificated Non-Management
<b>DIVISION:</b> Educational Services	<b>SALARY SCHEDULE:</b> Speech & Language Pathologist
<b>REPORTS TO:</b> Assigned Supervisor	<b>SALARY RANGE:</b> As Assigned
<b>APPROVAL DATE:</b> 5/3/2018	<b>WORK YEAR:</b> 192
<b>REVISION DATE:</b> 6/3/2025	<b>FLSA:</b> Exempt

#### PURPOSE STATEMENT:

Under the direction of the assigned supervisor, the Speech and Language Pathologist identifies and assesses students with communication disabilities; plans and implements appropriate treatment to support student educational success; recommends treatment plans; and provides direction to Speech and Language Pathologist Assistants (SLPAs). The incumbents in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

#### ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assesses students' communication skills (e.g., articulation, fluency, voice, expressive and receptive language, etc.); identifies communication disorders and delays, determines eligibility for and develops recommendations for treatment.
- Collaborates with a variety of groups and/or individuals (e.g., parents, teachers, physicians, administration, Occupational Therapists (OT), Physical Therapist (PT) and other professionals) to communicate information, resolve issues, and provide services in compliance with established guidelines.
- Coordinates meetings and processes for eligible students (e.g., testing/screening, IEPs, parent conferences, pre-referral staffing, etc.) to present evaluation results, develop treatment plans, and/or provide training to parents/students/staff.
- Develops treatment plans, interventions and/or educational materials in compliance with regulatory requirements to improve the communication skills of students and improve learning outcomes.
- Instructs eligible students in the use of appropriate communication technologies (e.g., hearing aids, FM systems, AAC devices) to minimize the adverse educational impact of communication

disorders; ensures that instructions for use comply with established guidelines, best practices, and legal requirements.

- Instructs assigned support staff and SLPA's to provide information on communicative disorders, the use of assistive devices and feeding techniques, and/or implementing prescribed treatment plans.
- Maintains files and/or records (e.g., progress reports, activity logs, billing information, treatment plans, required documentation, quarterly reports, screening results) to ensure the availability of information as required for documentation and/or compliance.
- Participates in meetings, workshops, and seminars (e.g., trainings, IFSPs, IEPs, team meetings) for the purpose of conveying and/or gathering information.
- Prepares a wide variety of written materials (e.g., activity logs, correspondence, memos, treatment plans, Medi-Cal billings, reports, required documentation) to document activities, provide written references, convey information, and meet compliance requirements.
- Provides speech and language therapy to students to support students' educational progress.
- Researches resources and methods (e.g., best practice intervention and treatment techniques, assessment tools and methods, community resources) to determine the appropriate approach for addressing students' needs.
- Responds to inquiries (e.g., parents, teachers, staff, students,) to provide information and/or referrals as appropriate.
- Travels to multiple sites, including home visits, to provide therapy, consultation and parent education as required.

**OTHER DUTIES:**

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Anatomy and physiology of speech and hearing mechanisms and disorders
- Assigned computer hardware and software pertinent to the practices of Speech Pathology
- Best practices regarding the assessment and intervention of communication disorders
- Disorders and diseases associated with communication disorders
- Pertinent codes, policies, regulations and/or laws and interventions
- Principles and practices of speech and language therapy
- Safety practices and procedures
- Stages of child development and speech/language acquisition
- Swallowing disorders

**Skills and Abilities to:**

- Adapting to changing work priorities
- Safety practices and protocols
- Analyze situations accurately, and adopt an effective course of action
- Apply assessment instruments and diagnostic practices; problem solving with data frequently requires independent interpretation of guidelines
- Communicate effectively
- Establish and maintain effective working relationships with diverse array of individuals and organizations

- Working autonomously and in cooperation with others and as part of a team; building collaborative relationships
- Prepare and maintain complete and accurate records and maintain confidentiality of information
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Evaluate and organize work according to specific deliverables
- Flexibility is required to independently work with others in a wide variety of circumstances
- Adapting to changing work priorities; ability to organize work projects, establish priorities and meet deadlines in a timely manner
- Observe, analyze situations accurately and adopt an effective course of action
- Operate specialized equipment used in the treatment of communication disorders
- Operating standard office equipment including using specific pertinent hardware and software applications
- Plan and implement flexible therapy schedules preparing and maintaining accurate records
- Schedule activities, meetings, and/or events
- Gather, review, analyze and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Meet State and County standards of professional conduct as outlined in Superintendent/Board Policy

**JOB QUALIFICATIONS / REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

Master's degree in job-related area. Job-related experience within a specialized field is required.

**EQUIVALENCY:**

Not applicable.

**LICENSE/CERTIFICATIONS:**

- Valid, current California Driver's License
- Evidence of Insurability
- Valid, current Speech, Language, Pathology Service Credential issued by the California Commission on Teacher Credentialing

**OTHER EMPLOYMENT REQUIREMENTS:**

- Criminal Justice Fingerprint /Background check
- Tuberculosis and subsequent renewals

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Job is performed primarily in an indoor office/classroom environment under conditions with exposure to risk of injury and/or illness
- Significant lifting, carrying, pushing, and/or pulling
- Some climbing and balancing
- Some stooping, kneeling, and/or crouching
- Moderate sitting, moderate walking, and significant standing