

Section 400 - Personnel
Employees Job Descriptions
Speech Therapist

File: 405.27 – R1

The speech therapist shall be assigned, supervised, and evaluated by the special education coordinator, and the duties shall include, but not be limited to, the following:

1. Performing those applicable duties described in the teacher's job description in 405.31 – R1;
2. Serving as a resource to school staff members in the development of a balanced program for oral communication and speech development;
3. Providing a therapeutic program to meet individual needs of speech impaired children;
4. Assisting and guiding teachers in observing, describing, and referring students with suspected and identified speech and language impairments;
5. Providing a thorough assessment and diagnosis of students with speech, voice, hearing, and language impairments;
6. Providing screening to identify speech impaired students at regular intervals and at all levels of the school's program;
7. Assisting in the proper referrals of individuals to agencies and specialists in the community as appropriate;
8. Providing appropriate programs of therapy to meet the needs of individual students and correcting existing speech or language impairments;
9. Holding conferences with classroom teachers and other school staff members to implement therapy and prescribe daily programs to meet the needs of the speech or language impaired student;
10. Providing information, support, and counseling to parents or guardian when appropriate;
11. Attending MDTs and IEPs as appropriate,
12. Providing in-service education and serving as a consultant to teachers and other staff members on topics concerning speech improvement;
13. Keeping complete and up-to-date records for individual students receiving therapy or other school-related speech services;
14. Maintaining lists of referred, screened, and eligible students, as well as a directory of outside agencies, consultants, specialists, or related services;
15. Preparing an annual budget for the speech therapy program and is responsible for all expenditures from this budget.
16. Maintaining confidentiality of sensitive information related to staff, students, and parents;
17. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors.

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18. Maintaining consistent attendance for the benefit of the students.
19. Facilitating Medicaid eligibility determination.
20. Assisting with transportation related activities in support of Medicaid covered services.
21. Translation related to Medicaid services.
22. Program planning, policy development, and interagency coordination related to Medicaid services.
23. Medicaid related training.
24. Referral, coordination and monitoring of Medicaid services
25. Performing other duties as assigned.