

***Highland Community School***

***Job Description***

**Position: Speech Language Pathologist**

**Reports to: Executive Director**

**General Description:**

The Speech Language Pathologist organizes, develops and implements a school-based speech-language pathology program by providing direct and consultative services to children with exceptional educational needs and to educational staff when children require speech-language pathology to benefit from special education as regulated by federal, state and local guidelines. Work to improve a speech or language impairment of sound production, voice, fluency, or language that significantly affects educational performance or social emotional or vocational development. The SLP understands and promotes the school’s mission, vision, values, and key goals both within and outside of the immediate school community.

**Essential Duties and Responsibilities:**

* Conduct appropriate evaluations of children referred, interpret evaluation findings, and prepare written reports of the evaluation.
* Assist with recommendations for universal classroom modifications.
* Participate in and be a collaborative member of the Individual Education Program (IEP) team.
* Participate in the development of IEPs by contributing educationally appropriate speech-language therapy and related goals and objectives to the IEP document.
* Provide direct and indirect speech-language pathology services to the children in educational environments.
* Collaborate with other school personnel regarding speech-language pathology and the children’s needs.
* Maintain timely and accurate records, including daily documentation, Medicaid billing logs, IEPs, quarterly and annual progress reports, IEPs, and any additional reports required by the school.
* Provide speech-language pathology services for the specified hours and specified student caseload as indicated and directed by school administration.
* Adhere to established federal, state, and local rules, regulations and laws related to speech-language pathology services in the schools.
* Adhere to the ethical standards of the profession.
* Participate in the local education agency’s comprehensive planning process for children with special education needs.
* Provide information for administrators, school personnel and parents regarding speech-language pathology services.
* Responsible for always maintaining strict confidentiality of information and records.

**Other Duties:**

* Attends additional trainings, conferences, and staff meetings as requested.
* Transports supplies and equipment to various classrooms ensuring the availability of items as needed.
* Provides model of exemplary conduct for students.
* Promotes community through attendance and participation in school events that occur after the school day (e.g. All-School Picnic, Open House, Winter Celebration, Cultural Celebration, Annual Meeting, etc.).
* Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.
* Unforeseen circumstances may arise (such as damage or destruction of school property, or a closure of part or all of the school campus, among other things). This may require the school to modify the location, time, and/or means of its operations and/or the nature of staff assignments and may include teleworking. Should such a circumstance arise, you may be asked to perform your duties at a different location, during non-traditional school hours, by other non-traditional means or through teleworking.

**Qualifications:**

* Degree in Speech Language Pathology from a school accredited by the American Speech Language Hearing Association.
* Current Wisconsin Department of Public Instruction license in good standing
* 1+ year of experience preferred.
* Montessori background or exposure desired, but not required.
* Ability to effectively communicate (both verbal and written) and work well with students, parents, school personnel, and the community.
* Knowledge and skills to care for the physical and developmental needs of students in grades K3 to 8th grade.
* Pass a criminal background check and health screening prior to employment.

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