

SAN MATEO COUNTY OFFICE OF EDUCATION SPEECH AND LANGUAGE PATHOLOGIST

JOB SUMMARY

Under the direction of an assigned administrator, the Speech and Language Pathologist will conduct assessments, provide recommendations, organize and implement services for children and young adults with disabilities.

ESSENTIAL DUTIES

- Process student referrals and complete the assessment process to identify students with communicative and speech disorders through screening and testing;
- Make recommendations and implement a specialized speech and language program to students with severe communication needs;
- Prepare, monitor and document progress on the goals and objectives for students receiving services;
- Provide instruction and services to students in an individualized and/or group setting to express their needs through communication system appropriate to their functional level;
- Maintain a collaborative working relationship and provide technical expertise to school staff, families, administration and outside agencies;
- Provide training and support to classroom staff to incorporate language and communication goals throughout the school day;
- Work collaboratively with classroom staff to implement IEP goals and objectives throughout the school day;
- Prepare Present Levels of Performance, Annual Goals and Short-Term Objectives for review at IEP Team meetings and attend IEP Meetings as necessary;
- Perform related duties as assigned.

KNOWLEDGE OF:

- Knowledge of speech and communicative disorders in order to identify student eligibility and required services;
- Current medical terminology, equipment and techniques;
- Knowledge of child development including speech and language;
- Speech and language principles, practices, methods and strategies;
- Professional and ethical standards and practices;
- IEP procedures and requirements;
- Oral and written communication skills;
- Current office practices, procedures, and equipment.

SKILLS AND ABILITY TO:

- Perform technical duties related to assigned position;
- Analyze situations accurately and adopt an effective course of action;
- Train and provide appropriate information to parents, students and staff;
- Prepare and deliver oral presentations regarding speech and language services;
- Maintain records and prepare comprehensive reports according to established County Office rules, regulations and mandates;
- Read interpret, apply and explain rules, regulations, policies and procedures;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with individuals and groups from diverse ethnic, racial, linguistic and social backgrounds;
- Multi-task and establish priorities in a fast paced work environment;
- Analyze situations accurately and adopt an effective course of action;
- Provide consultation and technical expertise concerning student programs and services;
- Meet schedules and time lines;
- Work independently with little direction.

WORKING CONDITIONS

Environment:

Indoor work environment

Physical Demands:

- Ability to stoop, bend, sit, stand, stretch, grasp, pull, push and walk;
- Ability to react quickly;
- Sit, stand and walk for extended periods of time;
- Hearing and speaking to exchange information and make presentations;
- Seeing to read a variety of materials;
- Dexterity of hands and fingers to operate a computer keyboard.