

**Richland Parish School Board  
Job Description**

**TITLE:** Speech Therapist

**MINIMUM QUALIFICATIONS:** United States citizen or authorized alien with the physical and mental stamina and ability to perform performance and professional responsibilities.

**QUALIFICATIONS:** Requirements set forth in Bulletin 746 of the Louisiana Board of Elementary and Secondary Education, LBESPA, as well as other qualifications as required by the Superintendent

**REPORTS TO:** Pupil Appraisal Coordinator

**JOB GOAL:** To assess, diagnose, and treat speech, language, social communication, and cognitive communication disorders in school aged children.

**TERMS OF EMPLOYMENT:** 9-Month

**EVALUATION:** Performance Evaluation annually

**COMPENSATION:** Adopted RPSB Certified Salary Schedule

**PERFORMANCE RESPONSIBILITIES:**

1. Screen speech and language skills of students referred to the SBLC.
2. Participate in SBLC meetings as appropriate.
3. Select appropriate formal and informal testing instruments and procedures.
4. Administer diagnostic instruments and procedures effectively.
5. Interpret diagnostic results.
6. Write appropriate and accurate reports.
7. Monitor ongoing performance of students and assess progress of pupils being taught at regular intervals and report progress at designated times.
8. Keep IEPs current and on file.
9. Implement, assist with, and/or ensure application of all components of the approved curriculum.
10. Adhere to district guidelines regarding Medicaid Billing and documentation for services provided.
11. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
12. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
13. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
14. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
15. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
16. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, professional learning community meetings, grade-level meetings, staff development, and various committees.

17. Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
18. Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned not to exceed fifteen events per school year.
19. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Report to the Richland Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Richland Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal*

*policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_