



Bluffview Montessori

DRAFT 7-18-24

Position

Speech Language Pathologist

Fair Labor Standards Act Status

Exempt

Position Overview

Provide services to students with speech/language disabilities with K-8 grade levels, based on their identified Individual Education Program (IEP) needs and in collaboration with the IEP Team. Work involves providing direct instruction for students who qualify for speech services under the MN Special Education Speech Criteria. Serve as a member of the educational team by consulting and collaborating with other SLP, school staff and Special Education team regarding services to students. Additional duties include contributing to the comprehensive evaluation, developing IEPs and documenting services and progress. Work is performed under the direction of the Bluffview administration and Special Education Coordinator/Director.

Licensure and Certification Requirements

- Minnesota Speech Language Pathologist license
- ASHA Certificate of Clinical Competence (CCC)

Education and Experience Preferences

- Experience as a Speech Language Pathologist

Essential Functions

- Pre-referral consultation to general and special education teachers
- Comprehensive initial and reevaluations for all types of communication disabilities
- Direct intervention services to students in the least restrictive environment (include classroom-based service)
- Case management for students with speech-language impairments only
- Complete due process compliance, third-party billing, program data collection, funding reports, etc
- Prepare educational plans (IEP) and materials and update district forms
- Implement appropriate methods for meeting and documenting educational objectives for each child
- Student attendance and data collection/documentation relative to each therapy session



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- Evaluate student performance through data collection and complete Special Education due process paperwork
- Report progress related to goals
- Participate in parent and teacher communication
- Complete screenings
- Engage in age-appropriate instructional strategies for students with speech services
- Provide differentiated instruction
- Maintain therapy materials in an organized, clean and accessible manner
- Participate in regular planning and staff development activities as applicable
- Maintain knowledge of current and emerging trends and procedures in language education
- Perform other duties as assigned by administration

Duties and Responsibilities

- Write, implement, and track the goals through data collection for students with Individualized Education Programs (IEPs) while ensuring FAPE and LRE
- Participate in initial special education evaluations and reevaluations as necessary
- Maintain compliant SPED records including the use of SPEDforms
- Coordinate the implementation of student IEPs with the general education teachers
- Draft student progress reports as required based on the recorded data with regard to student Goals and Objectives
- Coordinate with peers for IEP meetings which includes drafting agendas, meeting timelines, and discussing all required aspects of the IEP team process
- Collaborate with behavior interventionists, school psychologists, and other specific needs staff as necessary to meet the students' needs
- Participate in Child study/intervention team meetings to support the needs of struggling learners as well as to ensure fidelity in the MTSS/RTI process
- Abide by procedures, policies, handbooks, responsibilities, and expectations set forth by the school board and administration

Knowledge, Skills and Abilities

- Thorough knowledge of principles, practices and procedures of Speech Pathology
- Thorough knowledge of the principles and methodology of providing effective interventions and skills training for students
- Thorough knowledge of the practices, methods and techniques used in the special education process for diagnostic and evaluative procedures
- Comprehend and follow instructions
- Perform repetitive tasks



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- Maintain work pace and accuracy
- Synthesize and analyze complex data
- Perform work activities requiring negotiating, explaining or persuading skills
- Communicate effectively with students, parents and colleagues

Physical Demands:

Activity	Frequency
Grasping/handling	Constantly (80%-100%)
Reaching Forward	Frequently (55%-79%)
Reaching Overhead	Occasionally (10%-29%)
Speaking and Listening	Constantly (80%-100%)
Sit at table/on floor	Frequently (55%-79%)
Crouch, stoop, climb, balance or run	Periodically (30%-54%)
Stand, walk	Frequently (55%-79%)
Lift/carry up to 10 lbs	Periodically (30%-54%)
Lift/carry up to 50 lbs	Seldom (1%-9%)
View computer monitor/media	Periodically (30%-54%)
Exposure to seasonal weather	Seldom (1%-9%)

Special Requirements

Final appointment to this position will be contingent upon passing a criminal background check.

Equal Opportunity Employment

Bluffview Montessori School is an equal opportunity employer and is committed to an inclusive workplace environment.



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Additional Employment Statement

This job description is not an employment agreement or contract. Administration and the Board of Directors have the exclusive right to alter this job description. The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Signature

Date