

**GLEN ELLYN SCHOOL DISTRICT 41  
GLEN ELLYN, ILLINOIS**

**JOB DESCRIPTION**

TITLE: Speech/Language Pathologists

CLASSIFICATION:

GEEA:

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**DISTRICT 41 EXPECTATIONS**

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

**GENERAL RESPONSIBILITIES (From Teacher Evaluation Plan)**

**PLANNING AND PREPARATION**

- Demonstrating Knowledge and Skill in the Specialist Therapy; Holds Relevant Certificate or License
- Establishing Goals for the Therapy Program Appropriate to the Setting and the Students Served
- Demonstrating Knowledge of District, State and Federal Regulations and Guidelines
- Demonstrating Knowledge of Resources, both Within and Beyond the School and District
- Planning the Therapy Program integrated with the Regular School Program, to Meet the Needs of Individual Students
- Developing a Plan to Evaluate the Therapy Program

**THE LEARNING ENVIRONMENT**

- Establishing Rapport with Students
- Organizing Time Effectively
- Establishing and Maintaining Clear Procedures for Referrals
- Establishing Standards of Conduct in the Treatment Center
- Organizing Physical Space for Testing of Students and Providing Therapy

**DELIVERY OF SERVICE**

- Responding to Referrals, and Evaluating Student Needs
- Developing and Implementing Treatment Plans to Maximize Students' Success
- Communicating with Families
- Collecting Information; Writing Reports
- Demonstrating Flexibility and Responsiveness

**PROFESSIONAL RESPONSIBILITIES**

Reflecting on Practice  
Collaborating with Teachers and Administrators  
Maintaining Effective Data Management System  
Participating in a Professional Community  
Engaging in Professional Development  
Showing Professionalism , including Integrity, Advocacy, and Maintaining Confidentiality

**EDUCATION AND CREDENTIALING**

- Bachelors' Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

**REPORTS TO AND EVALUATED BY: Certified Administrator**

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

**WORK YEAR**

- As designated by the School District's Official Calendar for the school year.

<b><u>PHYSICAL ABILITY JOB REQUIREMENTS</u></b>	<b>Not Applicable</b>	<b>Desirable</b>	<b>Essential</b>
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			<b>X</b>
Seeing			<b>X</b>
Hearing			<b>X</b>
Lifting/carrying objects weighing 5-20 lbs.		<b>X</b>	
Lifting/carrying objects weighing over 20 lbs.	<b>X</b>		
Pushing/pulling carts and dollies	<b>X</b>		
Climbing ladders and scaffolding	<b>X</b>		
Regularly working at assigned site(s)			<b>X</b>
Driving a car, van or truck on public roads or highways		<b>X</b>	
Proofreading and checking documents for accuracy			<b>X</b>
Using a keyboard to enter, retrieve or transform data			<b>X</b>
Dealing with employees, students and/or parents in high-stress situations			<b>X</b>
Conducting performance reviews with employees who report to you	<b>X</b>		
Disciplining and when necessary, discharging employees	<b>X</b>		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		<b>X</b>	
Operating heavy equipment and/or performing other very hazardous duties	<b>X</b>		
Looking at computer screen/reading data on PC			<b>X</b>

By signing this, I affirm that I have received and read this document.

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

\_\_\_\_\_  
Date