

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 9/28/17



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☐ Travel In State ☒ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: 9/5/2017

To: **Corrina Guardipee Hall**
 Superintendent

From: Emorie Davis Bird
 Title: Human Resources Director

Subject: **Create Speech Pathologist position for Special Services**

Description: Corrina Guardipee-Hall is requesting to re-create a Speech Pathologist/ position for the Special Services department. This position has not been filled for over one-year and is a hard-to-fill position in which the district has continued need for.

Financial Impact: \$58,532.00 - \$61,312.00 (+ 18% fringe)

Funding Source (Budget/grant, etc.): Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

**Browning Public Schools
JOB DESCRIPTION**

Speech/Language Pathologist

Summary of Functions

Conducts appropriate speech/language assessments of referred students.
Essential Duties and Responsibilities

- 1) Assessment – Helps identify children with speech or language impairments. Assesses difficulties of referred students through appropriate testing and diagnostic practices. Participates in district-wide screening of Kindergarten and school age children. Administers tests and recommends placement for students. Explains test results to parents.
- 2) Case Management – Provides case management services for students entering the special education system. Attends multi-disciplinary meetings concerning placement of individual students. Recommends corrective procedures. Confers with teachers and parents whenever necessary. Maintains case records on all referred students.
- 3) Technical Assistance – Provides in-service training and consultation for district personnel as needed. Interprets services to teachers and parents.
- 4) Research – Keeps abreast of new developments in the field.
- 5) Interagency Contact – Cooperates with personnel of community health and social welfare agencies.
- 6) Inventory – Maintains an inventory of all equipment and materials.
- 7) Reports – Prepares and submits required reports.
- 8) Confidentiality – This position works with sensitive information and must maintain strict confidentiality in both verbal and written communications including case management documents.
- 9) Supervision – Provides supervision of speech therapy assistants when requested.

10) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to Director of Special Education.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Master's degree in communication disorders or related field.
- Montana professional license (or qualified to obtain).
- Excellent communication, problem solving and organization skills.
- Knowledge of speech/language assessment processes.
- Knowledge of Montana State rules and regulations for programs providing services to children with handicapping conditions.
- Skill in interpreting and analyzing assessment data and providing solutions to specific problems.
- Ability to work with others and without close supervision.
- Excellent work habits.

Desirable Qualifications – Prefer experience working with communication disorders in a school setting. Experience working in Native American communities.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.