

**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;

## **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.