

# Wachusett Regional School District

## TEACHING STAFF

### JOB DESCRIPTION

#### TITLE:

Speech Therapist Liaison

#### QUALIFICATIONS:

The Speech Therapist Liaison shall possess a Bachelor's degree from an accredited college or university. The Speech Therapist Liaison shall hold a valid Massachusetts certificate with endorsement(s) in speech.

#### REPORTS TO:

Coordinator of Special Education

#### PERFORMANCE EVALUATION:

The Speech Therapist Liaison shall be evaluated consistent with the evaluation procedure collectively bargained between the School Committee and the Wachusett Regional Education Association, Inc. (WREA).

#### REPRESENTATION STATUS:

Wachusett Regional Education Association, Inc.

#### JOB RESPONSIBILITIES:

The Speech Therapist Liaison shall work to reduce or eliminate speech, language, and hearing impediments that interfere with the individual student's ability to derive full benefit from the school's educational program. In order to meet this responsibility, the Speech Therapist Liaison shall:

1. Screen referrals from Principals, Teachers, and Special Education personnel on his/her own caseload;
2. Work with principals on scheduling students with speech and language problems;
3. Evaluate students with speech problems in accordance with applicable state and federal regulations, as well as participate in evaluation meetings on his/her own caseload;

4. Keep thorough records on all speech and language students on his/her own caseload;
5. Keep an annual inventory of equipment;
6. Assess student progress and prepare written reports as required, but at least quarterly on his/her own caseload;
7. Counsel with colleagues, students, and parents on a regular basis;
8. Participate in Preschool and Kindergarten Screening programs;
9. Develop standards for access to services, treatment types and styles and exit criteria for students of the District;
10. Assist the administration in implementing all policies and rules governing student life and conduct;
11. Assist the administration in implementing District goals and policies related to the educational and operational needs of the District;
12. Attend staff or team meetings and serve on staff committees as required;
13. Maintain and improve professional competence, to include, but not limited to, providing a monthly caseload analysis of the activities of the Speech Therapists and Speech Therapist Assistants;
14. Advise the Administrator of Special Education of all matters related to Speech Therapy Services; and
15. Perform any other related task or duty at the direction of the building principal, supervisor of special education or designee.

Adopted 06/18/03

Revised 08/07/03

Approved by:

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Alfred D. Tutela, Superintendent of Schools

Date: 08/07/03