

PLEASE POST

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**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

900 Gerry Street  
Gary, IN 46406

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Paige McNulty, Emergency Manager

**POSITION:           Speech & Language Pathologist**

**SALARY:             To Be Determined**

**REPORTS TO:       Special Education Department**

**PURPOSE STATEMENT**

The job of Occupational Therapist is for the purpose of conducting occupational therapy for students in an educational setting.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Complete comprehensive and appropriate evaluations according to State Standards, District Guidelines, and ASHA Guidelines.
- Provide a complete diagnostic summary report including a summary of evaluation information and educational relevance.
- Complete IEP paperwork in a timely manner.
- Cooperate with the special education team, recommending/planning for program services in compliance with state standards.
- When appropriate, make referral for further evaluation.
- Obtain and use diagnostic information
- Participate in building committee in order to provide interventions, screening, and/or evaluation referral information.
- Maintain on-going assessment to verify progress toward established goals.
- Maintain communication with the building faculty regarding the role of the SLP.
- Develop work schedule(s), which will fit the needs of the students, school, and faculty.
- Report to building principal(s) and Director of Special Education.
- Develop and maintain the instructional component of the IEP according to the results of the evaluation and on-going assessment of progress.
- Develop long-range goals and specific objectives.
- Complete daily notes for each student in a timely manner.
- Document student progress, attendance, etc.

- Use a variety of approaches and materials to address the IEP that are compatible with the student's age and interest, and abilities.
- Stay abreast of and implement new instructional strategies.
- Provide therapeutic intervention with students to enhance student performance.
- Expected Skills and Experience:
- Have a Master's degree in Speech-Language Pathology from an accredited school of speech-language pathology.
- Have an ASHA Certificate of Clinical Competence.
- Have a current IN license or be qualified for IN license as a Speech-Language Pathologist.
- Have two years of related experience, preferably with preschool/elementary school aged children.
- Demonstrate knowledge of current best practices in the area of speech-language pathology.
- Demonstrate effective communication skills and an ability to work in a multi-disciplinary team.
- Be committed to meeting the needs of a diverse student population.
- Have excellent time management skills, flexibility, and ability to work independently and problem solve.
- Have a passion for public schools.
- Adhere to a high level of professional and ethical standards.

### **SUPERVISORY RESPONSIBILITIES**

Students.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- The principles of diagnostic evaluation and interpretation.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Provides comprehensive school speech services to students, parents and school staff, addressing barriers that limit a student from receiving the full benefit from their educational experience
- Respond to referrals from school administration, parents, teachers, and the specialized services team, by providing direct services and consultation to teachers and families.

## **EDUCATION AND EXPERIENCE**

Master's of Speech Pathology

## **CERTIFICATION**

Speech Pathology Certification required

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

## **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.

### **Required Testing**

- Drug Test

### **Certificates & Licenses**

- See Above

### **Continuing Educ./Training**

- See Above

### **Clearances**

- Background

## **METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:**

Gary Community School Corporation  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
Click on "Employment"  
900 Polk Street  
Gary, IN 46406

Human Resources Department  
Certified: April 15, 2020