

<b>POSITION DESCRIPTION</b>	<b>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</b>	<b>AGENCY</b> Ross County Board of Developmental Disabilities
	<b>PERSONNEL DIVISION</b>	<b>DIVISION OR INSTITUTION</b> Pioneer Center
		<b>UNIT OR OFFICE</b>
<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> County Agency <input type="checkbox"/> New Position <input type="checkbox"/> Change		<b>COUNTY OF EMPLOYMENT</b> Ross
<b>USUAL WORKING TITLE OF POSITION</b>  SPEECH THERAPIST	<b>POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR</b>  Director of Educational Services	
<b>NORMAL WORKING HOURS</b> (Explain unusual or rotating shift)  8:00 a.m. to 3:00 p.m., per adopted program calendar, travel among buildings required, some flexing as required		
<b>JOB DESCRIPTION</b>		
<p><b><u>Essential Functions and Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>*Implements services designed to promote the acquisition of communication skills in individuals with developmental disabilities.</li> <li>*Assesses and documents communication abilities and disabilities of consumers. *Consults with staff and families in developing individual plans for instructional or therapeutic communication services in the school environment.</li> <li>*Promotes the implementation of communication stimulation and training programs for staff, students, and families in work and home environments.</li> <li>*Responsible to bill Waiver Administration for funding related to waiver activities.</li> <li>*Maintains records of assessments, program plans, progress notes, parent communication, and service contracts.</li> <li>*Perform as team member with other professional staff serving individuals with developmental disabilities with the collaborative model.</li> <li>*Provides inservice training/consultations for staff and families in communication programming.</li> <li>*Maintains communication development equipment and materials and informs supervisor when repairs or additional equipment and materials are necessary.</li> <li>*Completes necessary reports and paperwork in a timely manner. Provides input into the development of goals, procedures, guidelines, and curriculum as a team member. Works cooperatively with instructional staff in consultation about programming, students, issues, and new ideas.</li> </ul> <p><b>OTHER DUTIES:</b></p> <ul style="list-style-type: none"> <li>Works with other community professionals and agencies to assure continuity and congruity in provision of communication development services.</li> <li>Maintain confidentiality of records, information, and program matters.</li> <li>Responsible for having knowledge of Board policies/procedures and work rules.</li> </ul> <p>Other Duties as assigned. 300 days probationary period</p>		

**A. Experience and Education**

- **Master's Degree in Speech Language Pathology**

**B. Licenses and Certifications**

- **Speech and Language Pathology License in the State of Ohio**
- **ODE Teacher Licensure**
- **Must hold and maintain a current, valid drivers' license and automobile insurability**
- **Satisfactory Background Evaluations**
- **Satisfactory Abuser Registry Check**

**C. Equipment**

- **Use of computer and associated Internet/Internet access, e-mail, software, computer, fax, copier, scanner, and communication devices.**

**D. Working Conditions**

- **Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material and/or aggressive behavior.**

**E. Physical Requirements**

- **Physical examination by a qualified physician required for employment**

**F. Environmental Conditions**

- **Occasional operation of a vehicle under inclement weather conditions may occur.**
- **Exposure to distracting or discomforting noise**

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**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Appointing Authority**

\_\_\_\_\_  
**Date**