

Duty Statement

Speech Language Pathologist

1. Develops instructional plans, including Individualized Education Plans (IEPs). (Code 1)
2. Identifies health needs of students, and refers or coordinates appropriate Medi-Cal covered resources and/or programs to meet their needs. (Codes 4, 8)
3. Interacts with parents, district and county personnel and public agencies regarding students' needs. (Codes 2, 3, 4, 7, 8)
4. Consults with other professionals, both within the district and with outside agencies concerning individual cases focusing on health and Medi-Cal covered services. (Codes 4, 8)
5. Collaborates with other district employees, and community-based or local agencies, focused on improving/developing Medi-Cal covered services, to meet the needs of students and families. (Code 14)
6. Works with special education, other district staff, and families to schedule or arrange the transportation of students to Medi-Cal covered services. (Code 10)
7. Works together with other departments and agencies to coordinate the provision of Medi-Cal covered services to improve the delivery of Medi-Cal services to the school or district. (Code 14)
8. Assists students in age-appropriate activities and behaviors. (Code 1, 2)
9. Assists in the coordination of student's general education program as related to speech. (Code 1)
10. Maintains accurate student reports and current records. (Code 1, 2)
11. Provides individualized instruction and therapy to students. (Code 2)
12. Monitors student's Medi-Cal health services. (Code 8)
13. Attends meetings on MAA program and completes quarterly MAA time surveys. (Code 15)
14. Makes available information regarding health, and Medi-Cal services to students, their families, and other service providers, directing them to the local Medi-Cal eligibility office. (Codes 4, 6)
15. Handles parent notifications and administrative requests. (Code 1)
16. Performs related duties as assigned. (Codes 1, 2)
17. Assists with filling out and/or gathering information for Medi-Cal applications. (Code 6)
18. Arranges for or provides translation services (oral, written, or signing) that assist the individual in accessing or understanding Medi-Cal covered services. (Code 12)
19. Monitors or schedules ongoing appointments for Medi-Cal covered services as required by IEP. (Code 8)

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20. Paid time off including paid lunches, breaks, jury duty, sick leave, bereavement or vacation leave. (Code 16)
21. Coordinates, participates in or presents trainings necessary to clarify site and district policy, procedures or issues related to employees. (Code 16)
22. Reviews school policies, procedures, or rules. (Code 16)
23. Provides general supervision of staff, including supervision of student teachers or classroom volunteers. (Code 16)
24. Evaluation of employee performance. (Code 16)
25. Completes work-related personal mileage and expense claims. (Code 16)
26. Attends or facilitates school or unit staff meetings, board meetings, or required in-service trainings and events (not related to curriculum, instruction or students). (Code 16)