



small steps nurturing center

Speech Therapist

Department: Program

Job Status: Full-Time

FLSA Status: Exempt

Reports To: Director of Student & Family Support

Travel Required: Between Campuses

Positions Supervised: None

Work Schedule: August through June, following school calendar

M-F 8:00 a.m. – 5:00 p.m. with 1 hour for lunch (As an exempt employee, one can reasonably expect to work more than the core hours stated and be flexible pending school needs for parent meetings). Hours may include facilitation of parent education opportunities from 5:30 p.m. – 7:00 p.m. during the school year.

MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

POSITION SUMMARY

Develops, manages, and implements a speech therapy program to facilitate the speech therapy needs as identified at the Jensen and DePelchin campuses of the center.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

Direct services

- Administers the PLS-5 or other screening tool (English and Spanish) to determine initial student needs including speech therapy evaluations, referrals, dismissals, and re-evaluations
- Interprets test results to determine the diagnosis and remediation of speech therapy deficits
- Manages a therapeutic program with appropriate materials to meet individual needs of students
- Designs and posts a speech therapy program schedule which contains the time and day of weekly service, and deficit area for each student served
- Provides speech therapy services in a pull-out, one on one session, dyad or in a collaborative indirect format within the classroom setting
- Administers the Expressive and Receptive vocabulary tests to all students twice a year
- Attends home visits to observe and monitor students and to interview parents regarding concerns and progress
- Records each student's progress with an individualized treatment plan and weekly treatment notes based on goals and objectives
- Maintains a HIPAA-compliant student file for each student enrolled at the center

Indirect services

- Collaborates and meets regularly in a multidisciplinary approach with includes parents, teachers, therapists, administration and other professionals to communicate speech therapy procedures, progress, and provide suggestions for in-classroom implementation
- Documents all contact with parents regarding the student's status and/or progress in the program

- Records all Expressive and Receptive Vocabulary assessment scores in tracking spreadsheet for Outcome Measures
- Attends staff development in-services and workshops to enhance professional skills as needed
- Provides professional development instruction to teachers, administrators, and parents during in-service days and throughout the school year as needed
- Attends multidisciplinary assessment meetings with administrators and teachers to provide input on student development
- Offers parent consultation to implement home-based strategies and suggestions for student growth in the home
- Refers and collaborates with outside therapy providers to accommodate needs of students, as needed
- Adheres to ethical practice guidelines identified by national and state licensing agencies

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Team Builder - Ability to convince a group of people to work toward a goal.

SKILLS & ABILITIES

Education:

Master's Degree in Speech Pathology from an accredited college or university

Experience:

Bilingual in English and Spanish preferred

2-5 years in an educational setting or practicing as an independent, licensed clinician

Experience with children identified as having or suspected of having speech and language deficits, apraxia, articulation, and pragmatic language issues

Experience in working with children with behavioral disorders

Knowledge of early childhood development, trauma, developmental disorders, and poverty

Computer Skills:

Microsoft Office

Certifications & Licenses:

American Speech and Hearing Association (ASHA) Certification and Licensure

Speech and Hearing Therapy Certificate, or Speech and Language Therapy Certificate, or State Certification and licensure as a Speech-Language Pathologist

Other Requirements:

Preschool Environment: This position will work at our two preschools located in the inner city of Houston.

PHYSICAL DEMANDS

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	O
Walk	F
Sit	F
Reach Outward	O
Reach Above Shoulder	O
Speak	F

Lift/Carry

10 lbs or less	O
11-20 lbs	O
21-50 lbs	O

Push/Pull

12 lbs or less	O
13-25 lbs	O

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. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.
I can perform the essential functions of this job with or without accommodation.

Employee
Signature: _____ Date: _____

Supervisor
Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.