

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: School Psychologist

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Building Principal/Special Education Director

JOB MISSION: Health/Safety and student achievement with support and guidance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Complete student evaluations including initial extended and reevaluations in district.
Upon request assess preschool students
 - a. Review school and special education records
 - b. Interview staff (teachers, therapists, counselors, nurse, administrators) and parents who have knowledge of student
 - c. Observe student in the classroom
 - d. Administer test battery
 - e. Score and interpret tests administered
 - f. Write report
- Evaluate students in out-of-district programs using previously mentioned process
- Chair initial eligibility meetings
 - a. Send reminder notice to parents
 - b. Prepare Special Education forms including attendance, eligibility, and team summary
 - c. Present psycho-educational report at meeting
 - d. Send Special Education letter (Notice of IEP or Refusal to Act) to parents after meeting.
 - e. Write IEP at meeting if recommended
 - f. Refer for 504 Accommodation Plan if recommended
- Consult with regular and special education teachers, and therapists or physicians on student IEP's
 - a. Discuss accommodations
 - b. Review methodology and materials
 - c. Propose and monitor identified academic goals
- Attend and sometimes chair Special Education meetings
- Provide ongoing consultation with teachers, therapists, counselors, administrators and parents regarding, ill students that have difficulty with their educational program
- Meet with Student Assistance Team sometimes weekly to discuss students who present with problems in school
- Attend lectures, workshops on important educational topics relative to learning disabilities
- Explore and share with staff materials that are appropriate for students with learning disabilities

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Speech Language Pathologist

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Special Education Director

JOB MISSION: Health/Safety and student achievement by completing evaluations of and servicing students throughout the school system who may have speech and/or language delays which may be impacting their academic achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to relate well with children and make each therapy session a positive experience
- Must be flexible and able to work cooperatively and effectively with the related service providers, as well as with regular and special education staff and other school personnel
- Accountable for working with students throughout the school system who may have speech and/or language delays, which may be impacting their academic achievements
- Will work under the supervision and guidance of the Special Education Director providing individual, group and/or cooperative lessons
- Will work cooperatively within the school environment with regular, as well as special education, staff to best enable the students to benefit from their academic experiences
- Provide therapeutic and educational treatments consistent with the recommendations of the Special Education Director.
- Work cooperatively with regular and special education staff to accommodate the needs of the students within the academic environment
- Schedule assigned students within the appropriate time frame of the school day and work week, which would best meet the needs of the student, as well as maximizing the time of the assistant. Review schedule with supervising Special Education Director.
- Work cooperatively with the supervising Special Education Director. Provide information relevant to the student's recommended program in writing or verbally as is prearranged between supervisor and assistant. Meet regularly for supervision and case review. Assume initiative in seeking out the Special Education Director when encountering difficulties in procedures or assigned services
- Assist with screening students for the end of the year, or meetings as needed
- Provide individual therapy, classroom groups, small groups, and/or cooperative therapy according to the recommendations of the supervising Special Education Director and educational plan
- Attend staff meetings and team conferences as needed
- Compete quarterlies of the students on the schedule and review as needed with the Special Education Director
- Collaborate with the members of the school based team – Special Education Director, OT, PT, Special and Regular Education Teachers, Paraprofessionals, etc – regarding students as needed

- Participate in continuing education opportunities whenever possible to enhance therapy skills

2017-2018

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Speech Language Pathology Assistant

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

REPORTS TO: Speech Language Pathologist

JOB MISSION: Health/Safety and student achievement by servicing students and working cooperatively and effectively with regular and special education staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Must be able to relate well with children and make each therapy session a positive experience
- Must be flexible and able to work cooperatively and effectively with the related service providers, as well as with regular and special education staff and other school personnel
- Accountable for working with students throughout the school system who may have speech and/or language delays, which may be impacting their academic achievements
- Will work under the supervision and guidance of a Speech Language Pathologist (SLP) providing individual, group and/or cooperative lessons
- Will work cooperatively within the school environment with regular, as well as special education, staff to best enable the students to benefit from their academic experiences
- Provide therapeutic and educational treatments consistent with the recommendations of the SLP
- Work cooperatively with regular and special education staff to accommodate the needs of the students within the academic environment
- Schedule assigned students within the appropriate time frame of the school day and work week, which would best meet the needs of the student, as well as maximizing the time of the assistant. Review schedule with supervising SLP
- Work cooperatively with the supervising SLP. Provide information relevant to the student's recommended program in writing or verbally as is prearranged between supervisor and assistant. Meet regularly for supervision and case review. Assume initiative in seeking out SLP when encountering difficulties in procedures or assigned services
- Assist with screening students for the end of the year, or meetings as needed
- Provide individual therapy, classroom groups, small groups, and/or cooperative therapy according to the recommendations of the supervising SLP and educational plan
- Attend staff meetings and team conferences as needed
- Compete quarterlies of the students on the schedule and review as needed with the SLP
- Collaborate with the members of the school based team – OT, PT, SLP, Special and Regular Education Teachers, Paraprofessionals, etc – regarding students as needed
- Participate in continuing education opportunities whenever possible to enhance therapy skills

WARE PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE OF POSITION: Physical Therapist/Occupational Therapist

QUALIFICATIONS: Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred. Graduate from an accredited institution recognized by the American Medical Association with a minimum of a Bachelor's of Science degree in Physical or Occupational Therapy.

REPORTS TO: Building Principals/Special Education Director

JOB MISSION: Health/Safety and student achievement. This position is accountable for working with students within the school system who may have physical, sensory, and/or cognitive delays that may be impacting their academic achievements. He/she works with special and regular education staffs to assure that all understand and can carry out the objectives identified in the assessment, individual education plan, as well as the 504-accommodation plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To conduct initial, yearly, and three-year assessments of students referred for special education
- To conduct screenings and assessments as needed when referred through team members or 504 process
- To participate in developing an Individual Education Plan or the 504 Accommodation Plan
- To implement the treatment necessary to comply with the educational plans, in or out of the classroom. Treatment may include but not be limited to lifting, transferring, exercising, ambulating, positioning, training student and staff with assistive devices, developing home programs, and consulting with physicians and supportive agencies when necessary.
- Consult to all related disciplines and education staff to insure carryover into the student's academic day
- Supervising and assisting the Physical/Occupational Therapist Assistants in carrying out the recommended service. (when applicable)
- Consultation when needed on solving architectural barriers, adapting equipment for more functional access within the classroom
- Responsible for timely completion of assessments and all needed documentation
- Consult with parents and other family members to promote an understanding of the student's needs and to demonstrate when needed
- To travel from school to school to meet the needs of the students. Carry necessary equipment/toys needed to meet the needs of the student's when necessary
- Work with the regular education and administrative staffs to develop an understanding of the role of the Physical/Occupational Therapist in the schools.
- Participate in preschool arena assessment when necessary. Provide equal educational opportunity to all individuals regardless of race, color, sex, religion, handicap, or national origin.
- Work within the goals and objectives set aside by the Superintendent of Schools
- Make student home visits as needed

- Visit children at HEAD START
- Accompany children on appointments when necessary
- To do other duties that may be assigned
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SPECIAL QUALIFICATIONS: Must be able to relate well with children and make each therapy session a positive experience. Must be flexible and able to work cooperatively and effectively with the related service providers, as well as with regular and special education staff and other school personnel.

2017-2018

