

# RIVER BEND EDUCATION DISTRICT

1315 South Broadway  
New Ulm, MN 56073  
(507) 359-8700 • fax (507) 359-1161

**POSITION TITLE:** Speech - Language Pathologist

**REPORTS TO:** Education District Director

**BASIC FUNCTION:** Provide direct and indirect services within the River Bend Education District schools and homes for students who qualify for special education services with speech and language needs.

**BASIC RESPONSIBILITIES:**

- 1) Attend IEPs/IFSPs/ISP and Evaluation meetings to assist in developing planning and services needed to address students needs.
- 2) Evaluate communication skills, plan and implement program services in schools or homes, which assist identified students in improving those skills by following district, state, and federal guidelines.
- 3) Write assessment summary report (case manager) or assist in the development of that report when serving on assessment teams.
- 4) Instruct students using techniques and materials designed to meet the needs of the students as prescribed by their IEPs/IFSPs/ISPs.
- 5) Maintain communication with parents, staff, administrators, and outside agencies relating to student IEPs/IFSPs/ISP, so that programs may be coordinated between home and school. Consult with educational staff to make recommendations for teaching techniques, materials, and methodology for meeting needs of students and to advise of progress made, classroom or home routine changes and monitor procedures.
- 6) Update and maintain students' special education records ensuring that they are in compliance with due process requirements.
- 7) Completes third party billing on eligible students
- 8) Follow all school policies and regulations.
- 9) Collaborate with IFSP/IEP team members to provide evidence-based practices to students and families.
- 10) Carry out other duties as assigned.

**QUALIFICATIONS:**

- 1) Minnesota Speech-Language Pathologist License by the Minnesota Department of Education.
- 2) Demonstrated ability to organize activities, communicate ideas both verbally and in writing and to maintain positive professional working relationships with colleagues.
- 3) Ability to lift and carry instructional materials, assessment kits, equipment or other necessary job related items.
- 4) Ability to transport self among member districts and to regional and state meetings as necessary.
- 5) Participate in trainings as necessary to fulfill job duties.

Revised 4/26/17