

SPEECH AND LANGUAGE PATHOLOGIST TIME LINE

JULY-AUGUST

School

Organize office
 Organize materials
 Review Promise Years and make parental contact
 Review new materials

SEPTEMBER

School

Train new Educational Assistants
 Set up schedule with Educational Assistants
 Complete program plans for all students
 Check cum files for Blue Cards on all students receiving services
 Attend transition meetings
 Develop IEP goals for new students
 Attend K meeting to review needs identified from K screening

Promise Years

Contact all clients to initiate intervention strategies for the current year
 Complete new assessments as needed
 Provide demonstration therapy and home programming for clients

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
 Complete log of destruction as necessary
 Shred contact notes as necessary

OCTOBER***School***

Attend clinicians meetings and present caseload activity report

Review Kindergarten Assessment results and follow-up

Develop IEP goals for new students

Assess new students

Supervise Educational Assistants assigned to speech

Update and revise programming as necessary

IEP Meetings

Promise Years

Complete new assessments as needed

Attend Early Childhood Meeting

Provide demonstration therapy and home programming for clients

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class

Providing contracted services to private school

Consulting/collaborating as part of school team

Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher

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Write note home indicating process on a direct visit

NOVEMBER***School***

Attend clinician meetings (every month)

Attend IEP team meetings

Complete assessments as needed

Attend school team meetings

Supervise Educational Assistants

Update and revise program as necessary

Write a note home to families indicating process on a direct

Promise Years

Complete new assessments as needed

Order test materials, supplies, etc.

Contact families of children on monitor status, set up follow-up appointments as needed

Provide demonstration therapy and home programming for clients

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class

Providing contracted services to private school

Consulting/collaborating as part of school team

Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher

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Write note home indicating process on a direct visit

DECEMBER***School***

Review inventory and supplies
 Order test materials, supplies, etc.
 Complete assessments as needed
 Attend school team meetings
 Supervise Educational Assistants
 Update and revise programs as necessary

Promise Years

Complete new assessments as needed
 Order test materials, supplies, etc.
 Contact families of children on monitor status, set up follow-up appointments as needed
 Provide demonstration therapy and home programming for clients
 Preschool Language Scale Test (5)

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
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JANUARY

School

- Clinician Meetins
- Follow-up with student’s on monitor status and close
- Complete assessments as needed
- Attend school team meetings
- Supervise Educational Assistants
- Update and revise programs as necessary

Promise Years

- Complete new assessments as needed
- Provide demonstration therapy and home programming for clients

Ongoing Responsibilities

- Providing resources input or direct programming re: social language skills individually or in class
- Providing contracted services to private school
- Consulting/collaborating as part of school team
- Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
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FEBRUARY***School***

Follow-up with student's on monitor status
 Complete assessments as needed
 Attend school team meetings
 Supervise Educational Assistants
 Update and revise programs as necessary

Promise Years

Complete new assessments as needed
 Attend Early Childhood Meeting
 Provide demonstration therapy and home programming for clients
 Attend regional Promise Years Meeting with other SLP's

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
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 Clinician Meetings

MARCH***School***

Complete assessments as needed
 Attend school team meetings
 Supervise Educational Assistants
 Update and revise programs as necessary

Promise Years

Complete new assessments as needed
 Prepare and organize for Wellness Fairs in Boissevain
 and Killarney
 Provide demonstration therapy and home programming
 for clients

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services
 Teacher
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APRIL***School***

Attend Kindergarten transition meetings
 Organize and prepare for Wellness Fairs
 Conduct screening at Wellness Fairs
 Complete assessments as needed
 Attend school team meetings
 Supervise Educational Assistants
 Update and revise programs as necessary

Promise Years

Complete new assessments as needed
 Conduct speech and language screenings on preschool children at the Wellness Fairs in Boissevain and Killarney
 Provide demonstration therapy and home programming for clients

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
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MAY***School***

Attend Kindergarten transition meetings
 Attend IEP team meetings
 Develop IEP goals for students
 Complete assessments as needed
 Attend school team meetings
 Supervise Educational Assistants
 Update and revise programs as necessary

Promise Years

Complete new assessments as needed
 Provide demonstration therapy and home programming for clients
 Get Release of Information and school age Referral Form signed by parents of children entering Kindergarten in the fall.
 Attend regional Promise Years Meeting with other SLPs

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class
 Providing contracted services to private school
 Consulting/collaborating as part of school team
 Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher
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JUNE***School***

Kindergarten Assessment

Complete IEP goals

Complete Needs Survey

Complete Year End Reports for each student receiving services

Complete Caseload Summary

Fill out Blue Cards in cum files for all students receiving services

Complete assessments as needed

Attend school team meetings

Supervise Educational Assistants

Update and revise programs as necessary

Promise Years

Complete new assessments as needed

Provide summer home programming for all clients

Complete Year End reports for each child on caseload, including those on monitor status

Ongoing Responsibilities

Providing resources input or direct programming re: social language skills individually or in class

Providing contracted services to private school

Consulting/collaborating as part of school team

Vocabulary/Concepts/Phonological Awareness programming for EAL students in teaming with Student Services Teacher

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Shred contact notes as necessary