



**Job Title:** Speech Language Pathologist – Part C- 1.0 FTE (190 Day Contract)

**Location:** West Central Education District- providing SLP services to 1 or more member district (Paynesville, Albany, Sauk Centre, and Melrose)

**Reports To:** Special Education Supervisor

**Position Overview:** WCED is seeking a full time Speech Language Pathologist to provide services to Part C students and families.

**Essential Functions:**

- Conduct comprehensive evaluations to determine eligibility for Part C services.
- Assess communication, language, speech, and feeding/swallowing skills in infants and toddlers.
- Provide family-centered intervention using a coaching model in home, childcare, and other natural environments.
- Develop and implement outcomes on the IFSP in collaboration with families and the interdisciplinary team.
- Participate in IFSP meetings, periodic reviews, and transition planning to Part B (age 3+ services).
- Collaborate with families to monitor child progress and adjust interventions as needed.
- Provide education and training to families and caregivers to support communication development.
- Maintain accurate documentation, including evaluation reports, session notes, and progress updates.
- Ensure compliance with state and federal Part C early intervention requirements.
- Submit third party billing data as required.
- Participate in interagency collaboration and referral coordination as appropriate.
- Travel to homes and community settings across the service area; must be able to drive.
- Maintain regular and prompt attendance.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Strong knowledge of early childhood development, particularly speech, language, and feeding milestones.
- Understanding of family-centered practices and coaching strategies for early intervention.
- Knowledge of Part C regulations and IFSP processes.
- Experience working with infants, toddlers, and families in natural environments.
- Ability to build trusting, collaborative relationships with families and team members.
- Strong written and verbal communication skills.
- Proficiency with technology tools used for documentation and virtual service delivery, if applicable.
- Knowledge of third party billing procedures and requirements.
- Commitment to cultural responsiveness and confidentiality.
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.



WEST CENTRAL EDUCATION DISTRICT  
Celebrating 60+ Years of Educational Community

**Education:**

Master's Degree in Speech Language Pathology

**Licensure/Certification:**

- Valid Minnesota licensure as an Educational Speech Language Pathologist (through PELSB)
- Valid Driver's License

**Working Conditions:**

- Services are delivered in homes, childcare settings, and other community locations.
- Frequent travel across the service area is required; must be able to drive.
- Work may involve exposure to pets, allergens, or varying home conditions.
- Requires flexibility in scheduling to accommodate family needs.
- Light physical demands including lifting and positioning young children.
- Requires vocal and auditory communication, visual acuity for assessment and observation.

**TO APPLY:**

Email the completed [job application](#), letter of interest, resume, and 2 letters of reference to Erin Hoffman, Executive Director at [ehoffman@wced6026.com](mailto:ehoffman@wced6026.com).