

Speech Language Pathology Department Head Job Description

Title: Speech Language Pathology Department Head

Reports to: Designated Special Education Coordinator
Director of Special Education

General Summary: The Speech Language Pathology Department Head is responsible for assisting with the implementation of district special education programs and procedures at the building level, including observance of department procedures to assure compliance with state and federal regulations. In addition, provides direct intervention service on a regular basis to eligible students. Helps develop and implement individual education programs. Consults and collaborates with teachers, other service providers and parents in the areas of speech and language development.

Essential Functions:

1. Acts as a liaison/resource between the District Special Education office and the Speech Language Pathologists.
2. Assists special education staff and works with building and department administrators to facilitate appropriate IEP development and service delivery models.
3. Supports Speech Language Pathologist in designing appropriate special education programs for students; including assistance with data collection, review of records, diagnostic procedures, program modifications, designing and implementing behavior management programs, communicating with parents, etc.
4. Assists in the selection of and coordinates building requests for speech-language assessment materials/ and district RTI+I interventions and materials
5. Assists and trains Speech Language Pathologists new to the department and/or buildings to become familiar with district processes and procedures, including standardized assessments and evaluation.
6. Plans and presents district and building staff development for CEU licensure and maintenance.
7. Participates in department efforts to develop and implement an articulated service model that is aligned with the general education curriculum for students with disabilities of diverse ability levels.
8. Assists with other management tasks as requested or assigned, including schedule development, caseload assignment, procedure and compliance monitoring/training, etc.
9. Supports SLP district PLC groups by monitoring or planning meetings and planning SLP department meetings
10. Assists in assessment, plan development and service delivery of students placed in a Level 3 or alternative placement settings.
11. Mediates student and staff issues by problem solving and providing feedback in contentious situations.
12. Participates as a member of the Multidisciplinary Team (MDT)
 - Attends MDT meetings as appropriate
 - Carries out assessment and evaluation procedures for referred students
 - Participates in the development of the MDT and MDT report Communicates results of evaluations and reports with staff, parents, students and when appropriate other professionals
13. Participates in the development of the Individual Education Plan (IEP)
 - Plans and develops intervention goals that are educationally relevant and will be used in students' educational program
 - Attends IEP meeting as appropriate
 - Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and Millard guidelines Provides consultation to assist the student in accessing the educational environment

14. Provides direct intervention service on a regularly scheduled basis to children with identified speech, voice, auditory, fluency and/or language problem to help facilitate their progress in the district's educational programs.
 - Helps the teacher make necessary environmental modifications in the classroom and acts as a resource to the classroom teacher in areas of speech, language and hearing
 - Keeps administration, staff and parents updated on student progress
 - Conducts annual screenings for students with suspected speech concerns based upon the District's procedures and guidelines
 - Prepares home programs for children when necessary
15. Support building assignments when SLPs are out for an extended period

Contract:

1. Compensation is based upon the negotiated department head index formula and base.
2. Three (3) extra duty days are required; additional release time may be approved by the Director of Special Education and designated Special Education Coordinator, as determined to be necessary.

Qualifications:

1. Education Level: Minimum: Master's Degree in Speech Language Pathology
2. Certification or Licensure: Valid Nebraska Department of Education teaching certificate with Endorsement appropriate to assignment. Certificate through the American Speech-Language Hearing Association required to support practicum and certification activities for Speech Language Pathology Clinical Fellows.
3. Experience desired: Possess skills to perform the required responsibilities
4. Other requirements: Evidence of leadership experience and professional development

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing		X	
2. Walking		X	
3. Sitting		X	
4. Lifting 25 lb max.	X		
5. Carrying 100 feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities,

duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____