

**Job Title:** COORDINATOR, SPEECH LANGUAGE PATHOLOGIST  
**Reports to:** Director of Special Education  
**Dept./School:** Special Education  
**Wage/Hour Status:** Exempt  
**Date Revised:** 2014-2015

**Primary Purpose**

Implement and monitor the Special Education Speech/Language Program.

**QUALIFICATIONS**

**Education/Certification**

Master's degree

Possess a license or be eligible for licensure in the State of Texas or have a current Texas Education Agency certification in Speech and Hearing Therapy

Licensed CCC/SLP

**Special Knowledge/Skills**

Knowledge of Texas Education Agency/Federal related rules, regulations and procedures

Knowledge of acceptable related special programs practices and principles

Skill in making oral and written presentations

Skill in supervising the performance of Speech/Language Pathologists/Assistants

Skill in collaboration between various areas of the organization to enhance service delivery and program development

Excellent organizational, communication, and interpersonal skills

**Experience**

Five years in speech/Language Pathology

**MAJOR RESPONSIBILITIES AND DUTIES**

**School Climate**

1. Ensure that student progress is evaluated on a regular basis and that findings are used in making decisions to improved effectiveness as it relates to specific student needs.
2. Function as a liaison between the school and the family in student assessment and interpretation of test results.
3. Work with staff to plan, implement and evaluate IEPs on a regular basis.
4. Perform comprehensive individual assessments of students using appropriate instruments to assess speech and language performance.
5. Conduct/participate in the Admission, Review, and Dismissal (ARD) Committee to assist in interpretation of assessment data, appropriate placement, and goal setting for students with communication disorders or conditions according to district procedures.
6. Ensure that ARD Committee meetings and speech initial and reevaluation assessments are conducted in a timely manner according to federal regulations.
7. Ensure effective delivery of services to eligible students.
8. Maintain contact with current research practices and legislative guidelines affecting Special Education as it relates to the Speech/Language Program.

- 9. Provide initial contact for all three year-olds with speech and language disabilities.
- 10. Provide professional development to help district personnel identify and understand communication disorders in students.
- 11. Supervise Licensed Speech/Language Pathology Assistants and Speech Aide(s).
- 12. Assist in the selection of equipment and instructional materials.
- 13. Compile, maintain and submit required documents pertaining to students receiving speech therapy services.
- 14. Perform additional duties and accepts other responsibilities as may be assigned.

**Other**

- 15. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

- 16. Supervises Speech/Language Pathologists/Assistants and Communication Aides employed in the district.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Regular district-wide travel to multiple work locations as assigned.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_