

JOB DESCRIPTION

POSITION TITLE: Supervisor, Program for Speech and Language Impaired Students	JOB CODE: 621A
DIVISION: Academic-Support and Specialized Services	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Special Education	WORKDAYS: 238
REPORTS TO: Director, Special Education	PAY GRADE: CS1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates the development, implementation and evaluation of the Special Education Program for students with speech and language impairments.	

REQUIREMENTS:

1.	Education Level: Master Degree in Communication Disorders required
2.	Certification/License Required: Leadership Certificate required; CCC-SLP preferred
3.	Experience: Minimum 3 years teaching experience or experience working with students with speech and language impairments
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning, organization

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises all aspects of the Speech and Language Program.
3.	Coordinates the development of specialized curriculum and appropriate instructional strategies based on current literature and research.
4.	Monitors due process procedural safeguards for students in the program.
5.	Assesses personnel training needs and plans for appropriate professional learning activities.
6.	Assists in the formulation of program guidelines in response to federal guidelines, State Department of Education directives and local policies.
7.	Monitors class size, requests personnel allotments as needed, and assists in collecting and verifying students' attendance information at the system level.
8.	
9.	Works with parents regarding specific program concerns and attends IEP meetings as appropriate.
10.	Maintains required program records.
11.	Works with other school personnel in solving educational problems.
12.	Works cooperatively with Human Resources and school principals in interviewing prospective SLPs to facilitate the selection of the most qualified applicants for the speech language program.
13.	Participates in the budget process by assessing and prioritizing program needs, procuring materials and equipment, communicating needs to appropriate personnel and monitoring allotted funds.
14.	Directly supervises and evaluates selected program area personnel.
15.	Assists local school administration in the evaluation and assessment of SLPs as needed.
16.	Participates in various educational associations, workshops and conferences to keep current of the latest innovations in special education speech and language pathology.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____