

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *Speech-Language Pathologist Coordinator*

QUALIFICATIONS: Hold a current Louisiana license to serve as a speech-language pathologist; graduate degree in speech-language pathology, or a related field, as specified under speech pathology guidelines, from a college or university accredited in accordance with 34 CFR 602

REPORTS TO: Special Education Supervisor

SUPERVISES: Assigned students and speech language pathologist assistants as needed

ACCOUNTABILITY: Performance evaluation annually

SALARY: 10 Month Certified Salary Schedule

TERMS OF EMPLOYMENT: 10 - Month

JOB GOAL: To plan and implement a program which creates an environment where students can learn and develop optimally.

PERFORMANCE RESPONSIBILITIES:

DESIGN AND EVALUATION — Assumes responsibility for the design and evaluation of the Speech Therapy program

- Initiates the development and implementation of comprehensive goals and objectives, which guide and improve speech therapy services.
- Initiates continuing review and improvement of the speech therapy program in order to make changes which meet the needs of students.
- Utilizes pre and post-testing to diagnose the extent of instruction success and learner mastery.
- Develops personal goals and objectives for effective leadership.

LEADERSHIP — Assumes leadership in directing the learning activities of students requiring speech therapy.

- Displays mastery of subject area and teaching strategies related to speech therapy.
- Designs instructional strategies and activities geared to variances in student achievement, capabilities, and rate of learning.
- Orchestrates speech therapy activities with regular classroom activities in order to ensure instructional success.

and STUDENT SERVICES — Initiates practices designed to promote the success well-being of students.

- Participates in screening and implementation of comprehensive goals and objectives.
- Utilizes student data to determine the extent of instruction success and learner mastery.
- Obtains and uses information about the needs and progress of students so that special adaptations can be made for each student who requires speech therapy services.
- Exhibits sensitivity, empathy, and understanding when dealing with students.
- Initiates the development of individualized communication plans including augmentative/alternative communication supports.
- Manages classroom interactions so that a comfortable, orderly environment exists for students.

for SCHOOL / COMMUNITY RELATIONS — Initiates practices designed to provide effective school/community relations:

- Works cooperatively with parents, administrators, and staff in order to help students learn and develop.
- Communicates with parents and regular classroom teachers to ensure maximum benefits for students.
- Engages in professional self-improvement in order to ensure the respect and trust of others.
- Demonstrates the highest ethical standards characterized by the teaching profession when dealing with colleagues, students, and parents.
- Works to establish maximum support and understanding for the public education system.

PROFESSIONAL RESPONSIBILITIES:

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Deliver instruction via virtual learning platforms fulfilling all requirements associated with virtual learning when circumstances necessitate this form of instruction for students.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.

- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date