



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Lead Speech Pathologist

Reports to: Assistant Superintendent of Special Education and Student Services
Department: Special Education and Student Services
Number of Days: 183
Compensation: Teacher's Salary Schedule + stipend
Overtime Status: Exempt
Date Job Revised: September 20, 2007

Position Summary: Provides speech and language services to an assigned school(s). Provides technical assistance to area special education coordinators to ensure that speech and language services provided within the District are of the highest quality and delivered in an efficient and effective manner. Complete monthly status report of services provided by speech and language pathologist. Provide leadership and technical assistance to the Special Education Director regarding policies and procedures in the provision of speech and language therapy services. Organizes and delivers a monthly schedule of staff development training specifically designed for speech and language pathologist. Upon request of the area education coordinator and/or principal assists principals and/or area special education coordinators in the annual performance evaluation of speech personnel. Routinely audits services provided to ensure that quality standards are being met.

Qualifications/Job Requirements:

Education:

- Masters degree in speech and language pathology or closely related field.

Specialized Knowledge, Licenses, etc:

- Must possess an endorsement as a speech pathologist in the state of Oklahoma by the Oklahoma Department of Education.

Experience:

- 3 years successful speech and language pathology services desired but not required.

Specific Training/Skills:

- Must be able to deliver quality language instruction/interventions in the areas of voice, fluency, language development and articulation to students with speech and language disabilities in accordance with the IEPs of assigned caseload.
- Must be skilled in the administration and interpretation of formal and informal diagnostic assessment instruments used specifically for the identification of students with speech and language disabilities Must have a working knowledge of IDEA 2004 and the Oklahoma Policies and Procedure for special education
- Must be proficient in the use of a computer, data bases, excel, word etc.
- Excellent written and oral presentation skills required.
- Must be able to maintain scheduled services in a consistent, effective and efficient manner.

Physical Requirements (If Applicable):

- Must be able to travel between schools within assigned area, carry up to 30 lbs. of material, standing, etc.

Other:

- State license as a speech and language pathologist highly desirable.

Scope of Authority (If Applicable):

- When requested by the area special education coordinator provides technical assistance to them as they complete the annual performance evaluation of assigned school pathologist.

Customer Contacts:

- Internal: Principals, special education teachers, paras, parents of students with disabilities, support staff.

- External: Principals, special education teachers, paras, parents of students with disabilities, support staff.

Duties and Responsibilities:

- Responsible for the monitoring of speech and language services provided within assigned schools to ensure that they are of the highest quality and provided in accordance with IEPs.
- Responsible for working directly with area special education coordinator to increase the quality of services provided to students with disabilities when said services are not of the highest quality.
- Participate in the delivery of staff development projects and responsibilities as assigned.
- Responsible for resolving parent complaints' in an efficient and effective manner.
- Advocate for the needs of students with disabilities at all times in a professional and appropriate manner.
- Complete monthly status report of services delivered by speech and language pathologist across the district.
- Maintain the inventory of testing kits and protocols and replenish said supplies as needed.
- Determine the types of augmentative communication equipment needed by students and order such materials in a accordance with established budget.
- Serve as the district liaison for schools needing substitute interpreters for students with hearing impairments by scheduling interpreters upon request and availability.
- Develops sample high quality model IEPs of students with varying issues in the area of speech and language services to serve as training devices for staff.
- Assist in the annul development of the schedule for speech and language to assigned schools and/or areas.
- Participates in the candidate selection processes for speech and language pathologist when requested.
- Other duties as assigned.