



Job Title: **Speech-Language Pathologist Coordinator**

Department: **Special Education**

Supervisor: **Director of Special Education**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs / 204 days**      Evaluation Group: **JPAS**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Speech-Language Pathologist Coordinator consults with Speech-Language Pathologists, coordinates speech and language services across the District and in private schools, coordinates services delivered by hearing impaired specialists, audiologists, coordinates services for visual impaired specialists and coordinates professional learning communities to ensure that services and assessments are delivered in accordance with best practice in the profession.

## **ESSENTIAL FUNCTIONS**

- Coordinates speech, language and hearing services across the District.
- Serves as a liaison between Speech-Language Pathologists, audiologists and district administration.
- Serves as a liaison between hearing specialists and interpreters and district administration.
- Stays abreast of new research and innovative practices.
- Coordinates and conducts professional development.
- Serves on district and state committees as assigned.
- Coordinates mentoring of new certified staff.
- Reviews and orders materials for assessments and programs.
- Facilitates the exchange of information among schools and between speech-language pathologists, hearing staff and district administration.
- Assists in hiring and placement of Speech-Language Pathologists and externs.
- Coordinates the supervision of externs.
- Serves as a liaison between the District and universities.
- Completes other tasks at the direction of the district administration.
- USDB Liaison.
- Perform other duties as assigned.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Expertise in the area of speech and language.
- Knowledge about IDEA Regulations.
- Superb interpersonal skills.
- Good verbal and written communication.
- Ability to collaborate and mentor.
- Growth mind set.
- Strong organizational skills and the ability to attend to details.
- Valid Professional License in the State of Utah for a Speech-Language Pathologist.
- Whole certification from the American Speech-Language Hearing Association.
- A minimum of three years school experience as a speech-language pathologist.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS---Not limited to the following:**

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/10/2020