



JOB TITLE: SPEECH AND LANGUAGE PATHOLOGIST CHAIRPERSON

The SLP Chairperson provides a range of services to students, parents, teachers, administrators and other school personnel, student's families and regional agencies that support the educational process. The intent of these services is to facilitate the learning process for students. Supervision received and exercised.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Performs duties delineated on the Speech Language Pathologist Job Description maintaining a designated caseload.
2. Actively promotes the Speech Language Pathology Department as a cooperative, collaborative unit that emphasizes the importance of students with schools, agencies, and community groups.
3. Assists in recruitment and interviews of personnel including Speech Language Pathologists (SLP), SLP Interns, and Speech Language Pathology Assistants (SLPA). Can include Job Fairs, ASHA and CSHA conventions and contract agencies.
4. Coordinates orientation, training and required district systems (communication, billing, IEP) needed for newly hired and contracted SLP and SLPAs.
5. Serves as a liaison between the Speech Language Pathology Department and:
 - a. Administrators
 - b. Other SUSD departments
 - c. Universities
 - d. Regional Agencies
6. Participates in activities that promote professional growth such as conferences, symposiums and workshops directly related to the SLP profession. As well as being a member of the committee, that provides a Symposium three times per year in the County. Other area members are from University of the Pacific, San Joaquin County Office of Education, and Lodi SELPA.
7. Serves as a resource to administrators regarding program function and SLP/SLPA evaluation.
8. Evaluates program effectiveness.
9. Provides assistance and collaboration between Speech Language Pathologists/Speech Language Pathology Assistants and other professionals and parents as needed.
10. Assists with and makes recommendations for staff assignments, both SLP and SLPA, which includes chairing the Assignment Committee.
11. Promotes timely submission of Medi-Cal billing and documentation, IEP process, DRDP for preschool, and Caseload Verification as well as other programs and processes required for the department.
12. Consults with and assists SLPs (e.g. IEP planning, strategies, behavior plans, provides support regarding caseload and duties, etc.).

13. Consults with and assists SLPAs (e.g. assignments, supervision, scope of practice, provides support regarding caseload and duties, etc.).
14. Leads with organizing, arranging, preparing agenda and conducting Back to School meeting, mandatory monthly staff meetings and staff development for the Speech-Language Department.
15. Consults with the Executive Director of Special Education/SELPA, Administrator of Special Education, and/or Special Education Program Specialists regarding services provided by Speech Language Pathologists to schools, parents, counselors, teachers, and administrators.
16. Collaborates with the Executive Director of Special Education/SELPA and/or Administrator of Special Education regarding Senior Office Assistant work duties.
17. Leads with the tracking, ordering, and maintaining of Assessment tools (test kits) and protocols (test forms) needed by the SLP Department, which are housed at the SLP Department and school sites.
18. Assists with ordering technology (laptops, printers, iPads, bags, cases, etc.), ink and other materials as needed for the Department and SLP site use.
19. Assists with creating short-term committees, as needed, to develop changes to forms or processes.
20. Leads the end of the year process and check-out of SLPs and SLPAs.
21. Assists in the development of district policies and procedures related to special education, per mutual agreement.
22. Contributes to the attainment of the District goals as established by the Board of Education.

Qualifications

Minimum of ten years as an SLP in the public schools and five years in our district, ASHA CCC, California SLP License. Is current with supervision courses.

Ability to

Work without direct supervision. Work well with others. Demonstrate and maintain an appropriate level of professional ethics and competence in the field of Speech Language Pathology.

Education and Experience:

- Any combination equivalent to Master Degree or above from an accredited college or university.

License or Certificate:

- California Credential with Specialization in Speech Language Pathology or equivalent.
- State of California Speech-Language Pathologist License.
- Must possess a valid California Driver's License and evidence of insurance.
- Possession of valid First Aid and CPR certificate is required.

WORKING CONDITIONS:

Environment:

- Office, classroom, and other designated school and learning environments.
- Driving a vehicle to conduct work.

Hazards:

- Contact with hostile or abusive individuals with unpredictable behavior.
- Exposure to childhood and other diseases in a school environment.

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Have dexterity of hands and fingers to operate a computer keyboard.
- Sit and stand for extended periods of time.

See and read a computer screen and printed matter with or without vision aids, and to observe students

- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Speak so that others may understand at normal levels and on the telephone.
- Lift and/or carry up to 25 lbs. at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push, pull.
- Bending at waist, kneeling, or crouching to reach materials and work with students.

SALARY:

In accordance with Stockton Pupil Personnel Association (SPPA) contract.

WORK YEAR:

189 days

Board Approved: August 9, 2022