

**Job Summary:**

Under the supervision of the program administrator and/or designee, responsible for coordinating speech therapy services and ensuring they adhere to standards, overseeing and scheduling Speech-Language Pathology Assistants (SLPAs) and Speech Instructional Aides, monitoring and evaluating student progress, maintaining appropriate records, and providing program support, as needed. This position will also develop and conduct professional development workshops and will prepare and distribute related training materials and resources.

**Essential Duties:**

- Supervise, coach, and provide leadership to Speech-Language Pathology Assistants (SLPAs) and Speech Instructional Aides.
- Monitor and assess the progress of students receiving speech therapy services, ensuring high-quality care and that SLPAs are adhering to professional standards and treatment plans.
- Coordinate therapy schedules and caseloads for SLPAs, providing necessary support and resources.
- Conduct regular performance evaluations and provide constructive feedback to team members.
- Design and deliver comprehensive training sessions for speech therapy staff, including Speech-Language Pathologists (SLPs) and SLPAs, on current best practices, new therapy methods, and any relevant changes in the field.
- Lead professional development workshops for general education (Gen Ed) and special education (Special Ed) staff to improve understanding of speech and language disorders, IEP goals, and effective classroom strategies.
- Provide one-on-one and group coaching for staff to improve the quality and consistency of speech therapy interventions across the school.
- Create and distribute training materials, resources, and documentation for ongoing learning.
- Assist in the development and implementation of evidence-based speech therapy programs for students across various grade levels.
- Ensure all therapy services are provided in accordance with district guidelines, state regulations, and federal law.
- Maintain accurate records of therapy progress, evaluations, and any adjustments to treatment plans.
- Monitor and manage the allocation of resources, including materials, equipment, and support staff, for speech therapy services.
- Remain current with the latest research, methodologies, and trends in speech therapy.
- Participate in professional development activities, conferences, and networking opportunities to further enhance skills and knowledge.
- Maintain a caseload of students, providing direct therapy services as needed.
- May provide coverage for Speech-Language Pathologists, as necessary.
- Perform other related duties as assigned.

**Responsibilities include:** working under limited supervision following standardized practices and/or methods, and providing information and/or advising others. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

**Skills, Knowledge and/or Abilities Required:**

**Skills to:**

- utilize evidence based best practices for addressing speech-language and communication disorders;
- utilize results of current resources to improve program;
- monitor and assess student progress and make recommendations;
- analyze situations, problem-solve, and make decisions without supervision when necessary;
- provide effective coaching/mentoring and guidance to staff;
- build rapport and develop trusting relationships with students and staff;
- coordinate, and deliver appropriate professional development based on needs;
- establish and maintain effective working relationships;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

**Knowledge of:**

- IEP development and implementation, as well as state and federal regulations related to speech therapy services;
- speech, language and hearing delays and disorders;
- best practices for motor speech disorders, phonological disorders, and language disorders including receptive, expressive, and pragmatics;
- best practice for using appropriate evaluation tools for assessment and diagnosis of speech and language communication delays and disorders;
- Augmentative and Alternative (AAC) communication systems including both low and high technology;
- California Content Standards;
- conflict resolution and problem-solving strategies;
- proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- work cooperatively and collaboratively with administration, teachers, and support staff;
- gather, analyze, and interpret data to formulate a professional development plan;
- communicate the results of program evaluation and offer recommendations to administration;
- lead professional development sessions, workshops, and training programs effectively to inspire and empower educators;
- be flexible and adapt to the needs of the educators and/or program;
- supervise, train and evaluate staff;
- provide constructive feedback and lead professional development initiatives;
- communicate effectively, both verbally and in writing, with parents and other professionals;
- create and manage schedules for staff and students;
- apply methods and procedures for effective caseload management;
- drive personal vehicle for travel to various locations throughout the county.

**Experience Required:**

- Minimum of five (5) years of experience in speech therapy, including experience working with children and school-aged students.
- Previous leadership or supervisory experience preferred.

**Education Required:**

- Master's Degree in Speech-Language Pathology from an accredited program.
- Valid California Speech-Language Pathology Services Credential.
- Valid California Administrative Services Credential preferred.
- Certificate of Clinical Competence (CCC-SLP) from the American Speech-Language-Hearing Association (ASHA) preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response upon hire.

**FLSA Status:** Exempt

March 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco-Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.