COORDINATOR IV – SPEECH-LANGUAGE THERAPY SERVICES

Reference Code: A189
Division: Student Support Services
Classification: Licensed Administrator
Terms of Employment: Range 41 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves to function as a coordinator for Speech-Language Therapy Services. This position is directly responsible to the Director of the assigned Area Service Center and to the Director, Speech-Language Therapy Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Assist in the planning, organizing, and coordinating of district-wide programs for speech-language therapy services and provide support for region-based Student Support Services Division activities.
2. Assist in the recruitment and selection of speech-language pathologists.
3. Assign speech pathology staff to school locations in designated areas (s) and provide on-going assessment and adjustment of speech-language caseloads.
4. Provide formative and summative evaluations for assigned speech-language pathologists.
5. Assist with organization and management of departmental staff meetings.
6. Assist with planning and implementing the on-going training and professional growth opportunities provided to speech-language pathologists and/or other area service center-based staff.
7. Assist in the resolution of problems that may arise in the delivery of speech-language therapy services.
8. Track and coordinate services for students in assigned area who are:
   a. receiving Homebound speech-language therapy services,
   b. enrolled in Head Start and community-based preschools,
   c. receiving speech-language therapy services during Extended School Year (ESY), and
   d. referred for and enrolled in the Early Childhood Speech Pathology Centers.
9. Track and coordinate referrals received from the Clark County School District's Child Find Project.
10. Assist with ordering materials for speech-language pathologists, to include:
    a. preview of materials/tests,
    b. recommend tests and materials to be purchased,
    c. disseminate materials/tests, and
    d. maintain computerized inventories for assigned speech-language pathology staff.
11. Assist with orientation for new speech-language pathology staff.
12. Assist with placing and monitoring students who are completing speech-language pathology practicum.
13. Assist with identification and resolution of equipment and facilities problems.
14. Identify speech-language pathologists in assigned region who are requesting a Clinical Fellowship Year (CFY) and assign self or licensed staff to individually monitor the diagnostic and therapeutic activities, as required.
15. Develop, monitor, and revise departmental forms, as needed.
16. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:
1. Possess personal characteristics, including but not limited to perspective, integrity, and flexibility necessary for success as an administrator in the Clark County School District.
2. Ability to provide progressive leadership.
3. Demonstrate sensitivity to the needs of students with disabilities.
4. Demonstrate sensitivity to the needs of the various cultural and ethnic groups of the school community.
POSITION REQUIREMENTS:

Education and Training:

An earned master’s degree from an accredited college or university.

Licenses and Certifications:

1. Must possess or be able to acquire a Nevada school administrative endorsement.
2. Must possess or be able to acquire a Nevada teaching endorsement of the speech/language handicapped.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated a minimum of five (5) years of successful licensed teaching experience including at least two (2) years as a contracted administrator in an accredited K-12 public or private school or including at least two (2) years contracted administrative experience in a related position.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.