

Coordinator IV, Speech-Language Therapy Services

Position Details

Job Code: U7403

Reference Code: A189

Division/Unit: Student Services

Classification: Licensed Administrator

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position will serve as the Coordinator IV, Speech-Language Therapy Services. This position will be directly responsible to the Director of Speech-Language Therapy Services, Student Services Division (SSD).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assists in the planning, organizing, and coordinating of districtwide programs for speech-language therapy services and provides support for region-based SSD activities.
2. Collaborates with region-based staff to align speech-language therapy services with the curriculum and support instructional methodologies.
3. Assists in the recruitment and selection of speech-language pathologists.
4. Assigns speech-language pathology staff to school locations in designated area(s) and provides on-going assessment and adjustment of speech-language therapy caseloads.

5. Provides formative and summative evaluations for assigned speech-language pathologists.
 6. Assists with organization and management of departmental staff meetings.
 7. Assists with planning and implementing the on-going training and professional learning opportunities provided to speech-language pathologists and/or other region-based staff.
 8. Assists in the resolution of problems that may arise in the delivery of speech-language therapy services.
 9. Tracks and coordinates services for students in assigned region 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/or,
 - d. referred for and enrolled in the Early Childhood Speech Pathology Centers.
 10. Tracks and coordinates referrals received from the Clark County School District's Child Find.
 11. Reviews, monitors, and approves therapy documentation for speech-language pathologists assigned to the region.
 12. Assists with ordering materials for speech-language pathologists, to include:
 - a. previewing materials/tests,
 - b. recommending tests and materials to be purchased,
 - c. disseminating materials/tests; and,
 - d. maintaining computerized inventories for assigned speech-language pathology staff.
 13. Assists with orientation for new speech-language pathology staff.
 14. Assists with placing and monitoring students who are completing speech-language pathology practicums.
 15. Assists with identification and resolution of equipment and facilities problems.
 16. Identifies 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.
 17. Develops, monitors, and revises departmental forms, as needed.
 18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Possess personal characteristics including, but not limited to: perspective, integrity, and flexibility necessary for success as an administrator in the 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.
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Position Requirements

Education and Training

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

Licenses and Certifications

1. Hold or be able to acquire, by time of appointment to the position, a Nevada administrative endorsement, as appropriate.
2. Hold or be able to acquire, by time of appointment to the position, a Nevada license as a teacher of the speech-language handicapped.
3. Hold or be able to acquire, by time of appointment to the position, the Certificate of Clinical Competence from the American Speech-Language-Hearing Association.
4. A valid driver's license or state-issued identification card.

Experience

Have previously demonstrated at least five (5) years of successful licensed experience as a speech-language pathologist in an accredited K-12 public or private school; and, be able to acquire, by time of appointment to the position, a Nevada school administrative endorsement; or, have previously demonstrated at least three (3) years of successful licensed experience as a speech-language pathologist in an accredited K-12 public or private school; and, currently hold a valid Nevada school administrative endorsement.

Preferred Qualifications

None specified.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/05/23
- Created: 06/12/09