

# Board of Education of the City of St. Louis CAREER OPPORTUNITY

Position Title:	Coordinator for Speech and Language
Payroll/Personnel Type:	10 Month Position
Reports to:	Manager, Speech and Language Services

### Position Summary:

The primary function of the compliance Coordinator for Speech and Language is to provide technical assistance and support to maintain compliance with all federal and state regulations regarding special education process timelines and the provision of services to students with communication disorders. The Compliance Coordinator is responsible for collaborating and providing assistance to district staff to reduce the number of referrals for special education, lower the number of students placed outside the regular classroom for more than 60% of the time and ensure that students identified as students with disabilities meet eligibility standards.

### **Essential Functions:**

- Coordinate completion of District- wide mass screening and resulting referrals.
- Assist school-based staff in managing technology software for referrals, evaluation, IEPS, and Medicaid logging.
- Assist the Manager of Speech and Language Service with monitoring referrals, evaluations, and IEPS for compliance with state and federally mandated timelines.
- Assist the Manager of Speech and Language Services with monitoring Annual IEPS for compliance and linkage to District curriculum.
- In-service school based speech and language staff on compliance as directed by the Manager of Speech and Language Services.
- Provide on-site support to school based speech and language staff, as directed by the Manager of Speech and Language Services.

#### Experience:

- Valid Missouri teaching certificate
- Missouri state Licensure in Speech-Language Pathology (desired)
- Minimum of three (3) years' experience as a speech-language pathologist in a school setting
- Satisfactory performance- based evaluations for the past three (3) consecutive years
- Demonstrated willingness to participate in professional development activities

#### Education:

- Master's Degree (M.A. or M.S.) in Speech Pathology/ Communication Disorders (required).
- Certificate of Clinical Competence (required)



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### Knowledge, Skills, and Abilities

- Knowledge of federal laws and state regulations governing special education.
- Demonstrated knowledge and expertise in working with communication disorders, including significant expertise in evaluation and therapeutic techniques.
- Experience working cooperatively with professionals in related disciplines.
- Ability to maintain inter and intra- office confidentiality.
- Proficient in Microsoft Office (Word, Outlook, PowerPoint, Excel, Access, Publisher)
- Excellent oral and written communications and human relations skills.
- Driver's license and vehicle for travel among schools.
- Ability to work independently and effectively manage time.
- Perform related work as assigned by the Manager of Speech and Language Services.

#### Physical Requirements:

- Sitting, walking, reaching, pushing, and talking.
- Clarity of vision at 20 inches or less at 20 feet or more.
- Sedentary Work- exert a negligible amount of force continuously and/ or up to 5 pounds of force frequently and/ or up to 25 pounds occasionally to lift, carry, push, pull, or otherwise move objects.

### **Working Conditions and Environment:**

• Environmental and atmosphere conditions commonly associated with the performance of the functions of this job.

## Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

<u>Review/Approvals:</u>		
Employee Date	Immediate Supervisor	Date
Human Resources	 Date	



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.