

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION – ADDENDUM

Title: **SPEECH LANGUAGE PATHOLOGIST TEAM CHAIRPERSON** File 213

Reports to: Director of Student Services

Job Objectives: Facilitates the work of speech language pathologists. Provides leadership for the continuous improvement of speech language services.

Note: Duties are assigned based on staff availability, time constraints, job demands, and unique employee skills. Responsibilities may be reassigned or altered as needed to meet current or emerging district needs.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with ESCCO administrators to identify, develop, and implement necessary programs and innovative services.
- Monitors education laws, rules, and regulations. Develops strategies to comply with legal mandates. Complies with state model policies and procedures for the education of students identified as having a disability.
- Advocates for the educational needs of children.
- Serves as a liaison between service center administrators and speech language pathologists.
- Monitors and manages the department's budget.
- Participates in staff selection and orientation processes as requested.
- Coordinates orientation programs for new departmental staff.
- Expresses high expectations and monitors departmental performance.
- Collaborates with administrators to improve staff competencies. Provides on-going guidance as needed.
- Conducts departmental meetings. Disseminates information.
- Consults with therapists and ESCCO administrators regarding caseload assignments.
- Helps communicate speech language service objectives and how they relate to the educational program.
- Reviews department written staff reports and provide feedback to ensure consistency.
- Supports assistive technology and educational technology services to include consultation and staff development.
- Ensures that services are provided in the least restrictive educational environment.
- Provides leadership to resolve service-related issues.
- Organizes and schedules speech language in-service programs. Promotes continuing education opportunities.
- Develops and maintains a departmental reference/resource library.
- Assists with the preparation of foundation/grant proposals as directed.