



Job Title: Lead Speech Pathologist

Department: Special Education
Reports To: Executive Director of Special Education
Grade: Teachers' Salary Schedule
Number of Days: 176
Security Access: Mason Education Service Center
Current Date: February 21, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Provides oversight to speech and language service providers at assigned school(s). Provide technical assistance to area special education coordinators to ensure that services provided within the district are of the highest quality and delivered in an efficient and effective manner. Complete monthly status report of services provided by speech and language pathologist. Provide leadership and technical assistance to the executive director regarding policies and procedures in the provision of speech and language therapy services. Organizes and delivers a monthly schedule of staff development training specifically designed for speech and

language pathologist. Complete the necessary performance evaluations of speech personnel in alignment with the district evaluation tool. Routinely audits services provided to ensure that quality standards are being met. Maintain knowledge of Medicaid billing procedures and maintain reports on billing on a monthly basis.

Minimum Qualifications:

- High School Diploma or Equivalent.
- Master's Degree in Speech/Language Pathology
- Oklahoma teaching certification.

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.

- Responsible for the monitoring of speech and language services provided within assigned schools to ensure that they are of the highest quality and provided in accordance with IEPs.
- Responsible for working directly with area special education coordinator to increase the quality of services provided to students with disabilities when said services are not of the highest quality.
- Participate in the delivery of staff development projects and responsibilities as assigned.
- Responsible for resolving parent complaints' in an efficient and effective manner.
- Advocate for the needs of students with disabilities at all times in a professional and appropriate manner.
- Complete monthly status report of services delivered by speech and language pathologist across the district.
- Maintain the inventory of testing kits and protocols and replenish said supplies as needed.
- Determine the types of augmentative communication equipment needed by students and order such materials in a accordance with established budget.
- Serve as the district liaison for schools needing substitute interpreters for students with hearing impairments by scheduling interpreters upon request and availability.
- Develops sample high quality model IEPs of students with varying issues in the area of speech and language services to serve as training devices for staff.
- Assist in the annual development of the schedule for speech and language to assigned schools and/or areas.
- Participates in the candidate selection processes for speech and language pathologist when requested.
- Other duties as assigned.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be able to deliver quality language instruction/interventions in the areas of voice, fluency, language development and articulation to students with speech and language disabilities in accordance with the IEPs of assigned caseload.
- Must be skilled in the administration and interpretation of formal and informal diagnostic assessment instruments used specifically for the identification of students with speech and language disabilities
- Must have a working knowledge of IDEA and the Oklahoma Policies and Procedure for special education.

- Must be proficient in the use of a computer, data bases, excel, word etc.
- Excellent written and oral presentation skills required.
- Must be able to maintain scheduled services in a consistent, effective and efficient manner.

Supervisory Responsibility:

- Directly supervises speech pathologists, Occupational Therapists, Occupational Therapy Assistants, Physical Therapists and Physical therapy assistants.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.