

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Lead Speech Clinician

**FLSA:** Exempt

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### GENERAL SUMMARY

Under general supervision, evaluates students regarding the application of a wide variety of therapeutic techniques for the rehabilitation of speech, language, hearing, and oral motor disorders. Reports to the Director of Special Services.

### ESSENTIAL FUNCTIONS

Directs the evaluation and implementation of treatment plans for all children. Demonstrates the ability to serve as an effective liaison between speech clinicians and the Director of Special Services.

Implements and performs evaluations of children with special attention to receptive and expressive language skills, speech fluency, vocal and oral motor competence, and articulation and auditory skills as required by law.

Assists teachers in appropriately observing, describing, and referring suspected disorders of communication. Administers diagnostic testing procedures to determine the extent of the student's impairment and the prognosis for improvement.

Effectively evaluates and reviews pertinent data relating to overall treatment planning and evaluation. Administers standard evaluations and elicits information regarding existing skills and capacities.

Develops appropriate treatment plans for students. Monitors their progress and maintains active and support communications with students, parent(s), and school staff in order to meet the goals outlined in the Individualized Education Plans (IEPs). Seeks the cooperation and assistance of parents through oral or written communication and/or home visits.

Accurately prepares written documentation as required by the profession and the school District such as evaluation results, IEPs, progress reports, etc.

Performs internal and external educational functions which may include consultation with teachers and school staff and periodic in-service presentations.

Provides adequate plans for substitute teachers and evaluates their performance.

Makes provisions for being available to students and parents for education related purposes when required or requested to do so under reasonable terms.

Maintains accurate, complete, and correct records as required by state and federal law, District policies, and administrative regulations.

Effectively selects, trains/orients and supervises department staff, and assists in evaluating their performance.

Assists in the development of department goals and objectives and establishes a plan to meet those goals and objectives.

Actively participates in school district meetings as required. Attends and serves on school, district, and professional organizations. Provides for his/her own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning,

Participates in school or District staff development programs as assigned by principal or the Superintendent.

Effectively handles the purchasing and justification of departmental evaluation materials.

Presents a positive image of Newberry County Schools at all times.

Willingly performs other related duties as assigned or requested.

## **JOB SPECIFICATIONS**

### **Education and Experience:**

South Carolina certification as a Speech Correctionist; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. A Master's degree is preferred. Five years of successful teaching experience is required.

### **Knowledge:**

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position. Knowledge of goal setting and evaluation techniques. Knowledge in the principles of supervision and management. Knowledge in the methods for developing speech correction plans. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of the proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for instructional activities.

### **Skills/Effort:**

Ability to assess, diagnose, and treat various speech and oral motor disorders. Ability to supervise and manage staff and provide corrective action as necessary. Ability to set department goals. Ability to conduct evaluations. Ability to operate general office equipment in the performance of daily activities. Ability to provide speech therapy to students through explanation, demonstration and/or supervised practice. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.

### **Working Conditions:**

Conducts duties in a classroom environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

### **Responsibility:**

Responsible for materials and supplies budget.  
Supervises departmental staff

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_