

COLLIN COUNTY SPECIAL EDUCATION COOPERATIVE JOB DESCRIPTION

JOB TITLE: Supervisor - CCC Speech Therapist
REPORTS TO: Director of Special Education/CCSEC Coordinator

JOB RESPONSIBILITIES

- I. Assure appraisal and therapy duties are organized and implemented which will result in the provision of service in compliance with state and federal guidelines.**
 - A. Review associate speech therapists screenings and written comprehensive individual assessments based on the state guidelines and conduct as needed.
 - B. Complete records/forms required for accounting and evaluation of program and review the same as done by the associate speech therapists.
 - C. Review with associates the procedures for participation in ARD Committee meetings and participate in ARD as outlined in Collin County Special Education Cooperative Procedures.
 - D. Observe regulations in areas of confidentiality requirements, timelines, and other compliance documentation and assure associate speech therapists are knowledgeable in this area.
 - E. Assist associate speech therapists with development of speech and language therapy objectives related to annual goals.
 - F. Assist associate speech therapists with procedures for the first week of school (scheduling and formulating therapy plans).
 - G. Evaluate the language, articulation, voice, fluency, intellectual, academic, emotional, behavioral and/or adaptive behavioral functioning of referred students.
 - H. Administer, score, and interpret appropriate assessment instruments based on local guidelines and the specific needs of the student.
 - I. Determine eligibility of students for speech/language therapy services.
 - J. Conduct re-eval ARDs every three years.

- II. Perform other duties deemed appropriate by the special education director.**
 - A. Review SEMS process and information on students placed for speech only (with associate speech therapists), and keeping CCSEC office informed of changes in pupil data.
 - B. Review accountability for materials checked out and completion of materials inventory annually with the associate speech therapists.
 - C. Provide technical assistance and follow up with associate speech therapists, students, parents and staff as required.

III. Execute all duties related to job responsibilities in a professional manner.

- A. Maintain a positive and supportive attitude when working with teachers and administrators.
- B. Organize daily work schedule to maximize productivity while maintaining flexibility.
- C. Participate/assist in staff development sessions to enhance professional growth.
- D. Effectively communicate pertinent information which assists special education director and/or coordinator to evaluate operational procedures and guidelines.
- E. Demonstrate regular and punctual attendance.
- F. Cooperate and communicate with administrator by reporting any deviation of schedule or absence.
- G. Carryout other duties as assigned.