

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead Speech Language Pathologist (Lead SLP)	CLASSIFICATION:	Certificated, Non-Management SCTA
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	9910	WORK YEAR:	190 Days
DEPARTMENT:	Special Education	SALARY:	Non-Management Specialists' Salary Schedule – Program Specialist
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	11-21-2024
		HR APPROVAL:	12-10-2024
		BOARD APPROVAL:	12-19-2024

BASIC FUNCTION:

Under the direction of the designated Administrator of Teaching and Learning, the Lead Speech Language Pathologist: actively participates in the developmental planning and implementation of the Speech and Language programs (including AAC [Augmentative and Alternative Communication] and MTSS [Multi-Tiered System of Support]), policies, and practices, plans, organizes, and coordinates the Speech and Language Program including, but not limited to, participating in hiring, school assignments, assessments, and IEP consultation.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

1. Assists in the development and organization of curriculum, policies, and procedures for the Speech and Language Program, including knowledge dissemination of governmental regulations, codes, restrictions, and reporting requirements. **E**
2. Assists in making Speech Language Pathologist (SLP) (including AAC) and Speech Language Pathologist. **E**
3. Assistant (SLPA) staffing assignments. **E**
4. Collaborate with Speech and Language Program staff, other special education staff, district departments, stakeholder groups, and labor partners to create continuation education unit/professional learning opportunities to meet the needs of the program and requirements by ASHA/CSHA. **E**
5. Engage in peer coaching and mentoring. **E**
6. Assists in the development of schedules. **E**
7. Executes and prepares such forms, records and reports as may be assigned for effective management of the Speech and Language Program. **E**
8. Works cooperatively with Speech Language Pathologists and Speech Language Pathology Assistants to achieve

Effective planning and implementation of the Speech and Language Program. Assists in monitoring and evaluating the Speech and Language Program (includes ordering assessments and materials). Aids Speech Language Pathologists in the effective use of instructional media, materials, and Special Education Information System (SEIS) database. Supports Speech Language Pathologists in preparing for difficult IEPs and attend the IEP as needed. **E**

9. Conducts orientation in-service for all new Speech Language Pathologists and Speech Language Pathology Assistants employed in the district. **E**
10. Works cooperatively with other Designated Instruction Service programs [Assistive Technology (AT), Audiology, Augmentative and Alternative Communication (AAC), DHH, VI, etc.]. **E**
11. Review and monitor Speech/Language and Related Services select assessment reports/IEPs for compliance and validity. **E**
12. Coordinate the supervision, training, and evaluation of SLP CFY/RPEs, SLPAs, SLP interns, and .SLPA interns. Lead SLP may supervise 2 SLPA's and 3 RPEs. **E**
13. Conducts meetings with Speech Language Pathologist Staff, as needed. **E**
14. Collaborates and meets with site leaders to discuss speech programing, coordination of services, and implementation and supports to campuses. **E**
15. P

Interpersonal skills using tact, patience, and courtesy.
Computer hardware and related software applications.

ABILITY TO:

Work independently with little direction to meet schedules and timelines.

Establish priorities and deadlines.

Analyze and determine appropriate methods and interpret and apply guidelines to accomplish goals.

Reads and writes at a level sufficient for the performance of assigned duties including independently producing professionally written reports and documents.

Communicate effectively both verbally and in writing; speak effectively in public.

Analyze and resolve problems with tact and diplomacy.

Operate a computer and assigned software; operate other office equipment as assigned.

Establish and maintain records.

Maintain visibility and work collaboratively with diverse stakeholders at all levels, i.e., District staff, students, families, communities, advocacy groups, etc.

WORKING