

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of Speech and Language Dysphasia

**DATE:** October 25, 2017

**REPORTS TO:** Director of Special Education

**APPROVED BY Board of Directors:** October 25, 2017

**JOB SUMMARY:** Receive and maintain accurate records of all Dysphagia Program referrals/evaluations, assign cases to appropriate staff, ensure timely completion of each step in Dysphagia Program evaluation process, and make final determination of students that qualify for services through evaluations and follow up consultations.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assign caseload to appropriate Dysphagia Program staff for students receiving consultation services as well as maintaining accurate census of students receiving services and completion of follow up consults.
2. Ensure compliance with MIU Dysphagia Program standards by maintaining consistency of MIU and district Speech and Language Pathologists in following program guidelines and implementing recommendations in the schools.
3. Initiate contact to supervisor for corrective measures when necessary to ensure that the program is being implemented as written and that student needs are being met.
4. Plan and implement training programs for MIU/district staff for dysphagia and specific student needs and to comply with all state and federal laws and regulations.
5. Assist in the development/revision of policies and procedures for staff to utilize in the Dysphagia Program
6. Participate in meetings and professional development to ensure compliance with PDE regulations regarding dysphagia student needs.
7. Provide problematic decision making as consultant to all Dysphagia Program staff and MIU/district Speech and Language Pathologists in the area of dysphagia.
8. Consult with Certified School Nurse and physicians for medical information.
9. Provide a consistent point of reference/contact/liaison for district administration, staff and parents for questions and concerns in the area of dysphagia and MIU Dysphagia Program.
10. Provide program development through devising marketing ideas, educational opportunities for staff and aid in the development of other IU Dysphagia Programs
11. Perform other duties as assigned by the Director of Special Education.

**QUALIFICATIONS:**

- Previous experience in working with speech/language impaired individuals and previous experience in working with medical dysphasia

- Master's degree in Speech/Language Pathology required
- Certification in Speech/Language Therapy required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994.
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to use both hands for repetitive motion
- Some bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to sit eighty percent (80%) of workday
- Walking and standing are required only occasionally

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be cooperative, congenial, and service-oriented
- Must be able to work in an environment with frequent interruptions
- Must have ability to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to follow written and verbal directions
- Ability to read and write
- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks

- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*