Columbia Public Schools

Excellence in Education for *All* Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator of Speech & Language Therapy/Service
Schedule / Grade: Process Coordinator 210 Days
Job Code: 01COORD280
FLSA: Exempt
Calendar: Process Coordinator II
Benefits: Eligible (Retirees not Eligible)
Contract Type: Admin
Bargaining Unit: None
Revised Date: 10/16/2026

PURPOSE

This position will be responsible for assisting faculty with the coordination, implementation, and documentation of the special education evaluation process and delivery.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Inform, guide and support district SLPs in their roles and responsibilities along the continuum of prevention, assessment and intervention of language delays.
- Serve as contact person for speech-language issues; provide resource support and consultation regarding programming, process issues, workload management, diagnostic tools and decisions, treatment goals, materials and techniques.
- Provide direct assessment, support and treatment, as needed.
- Support building administrators in their understanding and implementation of the SLP NEE process.
- Attend and/or assist in meetings that involve complex issues.
- Interview SLP candidates for employment with CPS and make recommendations to hire in concert with SPED administrators.
- Network and work with contracted SLPs to fill vacant SLP positions within the district
- Create resources for SLPs to share with their colleagues to include but not limited to: roles and responsibilities of school-based SLPs, language-based general education interventions, etc.
- Supervise and mentor first year SLPs and Clinical Fellows, providing direct and indirect supervision per ASHA guidelines.
- Gather and analyze building-level workload data to determine equitable school assignments/ placements each year.

- Increase and sustain SLP job satisfaction through problem solving and prioritizing strengths, interests, etc. when possible.
- Collaborate with district colleagues to increase knowledge and implementation of language interventions across educational tiers (e.g., EL, Title Reading, Department Chairs, etc.)
- Coordinate SLP graduate student outplacements with CPS mentors and university supervisors.
- Plan, coordinate and conduct SLP in-services and collaboration.
- Plan for and provide support during long-term SLP absences
- Provide access to high-quality PD opportunities.
- Disseminate research and lead discussions on Evidence-Based Practice for SLPs in school-based settings.
- Monitor and update inventory of diagnostic tests and therapy resources; provide in-service and training as needed; submit yearly budgets and purchase orders accordingly.
- Participate as a regular member of Best Practices Forum.
- Attend state-wide leadership meetings and professional development to gain information and help shape initiatives affecting students with communication disorders and SLPs who serve them.
- Complete responsibilities and duties of district SLPs, when needed.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on polices, regulations and values, visit http://www.cpsk12.org.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Special Services

Supervises: Speech-Language Pathologists

QUALIFICATIONS

Minimum: Advanced degree in Speech-Language Pathology or Communication Science and Disorders, a license for speech-language pathology from the Missouri Board of Healing Arts, and a Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA)

Preferred: Minimum of 5 years of professional experience in an educational setting,

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents such as instructions and procedure manuals; Write reports and correspondence; Answer telephone calls and direct callers to appropriate personnel.
Demonstrate strong listening skills; Demonstrate strong written and oral communication skills

Reasoning: Interpret instructions furnished in written, oral, diagram or schedule form; Solve problems when such problems have a variety of concrete variables. Manage multiple tasks simultaneously.

Technology: Demonstrate strong computer skills including word processing, and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Other Skills: Demonstrate interpersonal skills and ability to work closely with a variety of staff members; Safeguard confidential information. Be a self-starter and work independently.

Physical Demands: While performing the duties of this position, an employee is regularly required to move about, talk, and hear; Close vision ability to look at a computer screen for long
periods of time are required.

Attendance: Consistent and regular attendance is an essential function of this position.

Conditions and Environment: The work environment is consistent with a typical office and school building
environment: at times, many staff members may be present and speak simultaneously.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer