

CLASS TITLE: CHIEF SPEECH PATHOLOGIST

Class Code: 02790600
Pay Grade: 29A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned, to be responsible for the planning, coordination and supervision of a professional staff engaged in providing speech therapy services; to be responsible for development coordination and management of clinical affiliation programs for speech therapy students; to be responsible for the evaluation of speech therapy techniques and methods to increase staff capabilities; to administer and assign programs of work for speech therapy staff; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent action related to speech therapy services; work is reviewed upon completion through conferences and submitted reports, and the results reviewed for conformance to professional standards, agency policies, rules and regulations.

SUPERVISION EXERCISED: Exercises administrative, professional and technical supervision of professional and/or non-professional speech therapy staff and others engaged in the administration of an assigned program in speech therapy.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned, to be responsible for the planning, coordination and supervision of a professional staff engaged in providing speech therapy services.

To be responsible for developing clinical student affiliation programs with approved schools of speech therapy.

To conduct conferences and staff consultations to review speech therapy treatment policies and procedures.

To review professional standards of speech therapy programs.

To provide leadership in the development of in-service training and education programs for speech therapists and other related staff employees.

To plan, organize and coordinate delivery of in and out patient speech therapy services.

To submit periodic reports related to the status of speech therapy programs and services.

To review research and educate therapy staff on current information related to the principles and practices of speech therapy evaluation and procedures.

To review, interpret and coordinate medical and other staff referrals for speech therapy services.

To be responsible for writing, filing and submitting comprehensive records and reports.

To schedule staff assignments and to administer distribution of patient/client activities based on referrals.

To assist in the preparation of departmental budget information related to reordering equipment or supplies.

To coordinate speech therapy services with other rehabilitative services.

To evaluate community needs and trends for speech therapy services, as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques of speech therapy; a thorough knowledge of administrative principles and practices related

to providing speech therapy services for the disabled or handicapped in an institutional setting; the ability to develop and maintain clinical student affiliation programs in speech therapy; the ability to design and maintain effective staff development through a program of in-service training; the ability to instruct, stimulate and maintain the interest of physically, mentally or developmentally disabled patients/clients; the ability to evaluate policies and procedures related to provision of speech therapy programs; the ability to direct subordinates and students in the application of speech therapy techniques; the ability to establish and maintain effective working relationships with superiors and associates, other public and private rehabilitation agencies, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree with specialization in Speech Therapy and successful completion of an approved program by the American Speech/Language and Hearing Association; and

Experience: Such as may have been gained through: considerable employment in a hospital, rehabilitation center or community agency as a speech pathologist with supervisory, administrative and consultant speech therapy responsibilities in the development of programs for the rehabilitation of disabled persons.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment, must possess certification of clinical competence in speech therapy and must maintain such certification as a condition of employment.

Class Created: July 2, 1989

Editorial Review: 3/15/03