


THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE:	Curriculum Supervisor, Speech-Language/Physically Impaired
CONTRACT YEAR:	Twelve Months
SALARY BAND:	C
BARGAINING UNIT:	ESMAB

MINIMUM QUALIFICATIONS

EDUCATION: An earned master's degree from an accredited institution.

EXPERIENCE: Minimum of five (5) years professional education experience with at least two (2) years experience in speech and language.

ADDITIONAL QUALIFICATIONS

Florida certification in Speech Language required. Bilingual skills preferred. Computer skills are required for the position.

REPORTS TO: Director, Exceptional Student Education

SUPERVISES: Employees as assigned

POSITION GOAL: To coordinate all aspects of the programs for speech-language/physically impaired students.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Curriculum Supervisor Speech-Language/ Physically Impaired shall

1. plan, develop, disseminate, evaluate, and revise instructional programs related to the needs of speech-language/physically impaired students.
2. select, evaluate, and recommend for approval supplemental or adaptive texts, teaching materials, tests, aids, equipment or other resources for programs serving speech-language/physically impaired students.
3. initiate and implement inservice training for noninstructional, instructional, and administrative personnel to improve program effectiveness.
4. advise and consult with district and school-based instructional and administrative personnel regarding instructional programs for speech-language/physically impaired students.
5. analyze the effectiveness of current program delivery systems and, when appropriate, make recommendations for change.

6. collaborate with K-12 and VTAE personnel to ensure curriculum content validity, quality, and consistency with district philosophy and objectives.
7. collaborate with personnel from other departments to support the effective delivery of instructional programs.
8. plan, develop, and implement parent-education programs to promote parental involvement in the education of speech-language/physically impaired students, and consult with and advise parents regarding exceptional student education issues.
9. analyze the effectiveness of current local, state, and national policies/ legislation; draft and advocate for needed changes for speech-language/physically impaired programs.
10. inform administrators and instructional staff about changes in local, state, and national policies, rules, and regulations related to exceptional student education, interpret the changes, and assist school personnel in implementing the mandates.
11. select, supervise, and evaluate the program specialist - physically impaired and assist in the supervision of speech-language program specialists and early intervention speech-language clinicians.
12. recruit, interview, and recommend, when requested by school principals or the Personnel & Benefits Department, qualified/certified teachers for the speech-language/physically impaired programs.
13. assist school-based administrators, when requested, with staff utilization and clinical inservice.
14. select and supervise instructional personnel employed to develop specified products or projects.
15. prepare, maintain, monitor, and amend grant budgets and contracts when applicable.
16. participate in interdepartmental planning and decision-making to ensure quality and consistency among programs.
17. develop educational specifications and basic equipment lists for facilities for speech-language/physically impaired students and assist in conducting periodic facility surveys.
18. review and approve facility designs and provide consultative services to architects and school facilities personnel.
19. review and approve equipment bids and provide assistance in the development of maintenance contracts.
20. meet with advisory, advocacy, and support groups to obtain and provide information related to programs for speech-language/ physically impaired students.
21. maintain liaison with and membership in professional and community organizations.
22. develop and disseminate information to increase public awareness of the educational needs of and opportunities for speech-language/physically impaired students.
23. represent the district's programs for speech-language/physically impaired students at the local, state, and national levels.
24. provide input on issues related to programs for speech-language/physically impaired students for the purpose of influencing decisions at the state level.
25. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, FL.
26. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
27. review current developments, literature and technical sources of information related to job responsibility.
28. ensure adherence to good safety procedures.
29. perform other duties as assigned by the Director, Exceptional Student Education.
30. follow federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 12/15/77

Revised: 4/20/78

ER80-12 Approved: 10/2/80

Revised: 12/19/85

Item G-7: 11/6/86

Revised: 4/13/89 (C-10)

Title Change: 5/19/92

Reorganizational Chart: 5/9/2000

Board Adopted: 12/16/03

2014-2015 Organizational Chart

Title Change: 6/24/14