



Speech Language Pathologist Lead (Manager)

Job Description

Reports To:	Special Education Director
FLSA Status:	Exempt
School Classification:	Classified, Salaried
Salary:	\$85,000
Work Schedule:	12 months
Location:	Onsite Office
Position Summary:	<p>We are looking for a committed and collaborative team member to join our elementary school and our district. This position is part direct service, part oversight of our K-12 Speech/Language program. In this role, you will examine and validate students receiving SLI services, caseloads, grouping schedules, and referral/exiting processes. You will work collaboratively with our MTSS team in the elementary school building as a leader in organization, processes and speech/language tier 2 and tier 3 interventions. You will be responsible for serving the students who qualify for services for 50% of your time. As the manager of the speech and language aspect of the program, you will work directly with the special education director to post for, hire, replace, supervise and sub speech/language therapists district wide as needed. Creative aspects of programming are encouraged! Minimum requirements are the same as our posted Speech/Language Pathologist (listed below). School Speech Language Pathologist (SLP) is responsible for evaluating students with suspected speech or language disorders, developing and implementing individualized therapy plans, collaborating with teachers and parents, and providing support to students to improve their communication skills within the school setting; this includes assessing needs, providing direct interventions, and consulting with other staff to maximize student potential.</p>

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

- Supervise, mentor, and evaluate Speech-Language Pathology team members
- Foster a collaborative team environment and positive workplace culture
- Build effective relationships among teachers, parents, and the community to maintain a positive school culture
- Develop and maintain department protocols and best practices
- Ensure compliance with state and federal regulations
- Regularly monitor student progress through data collection and analysis, adjusting interventions as needed.
- Prepare and maintain a cumulative counseling record for each student
- Work closely with teachers, administrators, parents, and other specialists to ensure coordinated support for students with communication challenges.
- Build relationships with community partners and external providers
- Present department updates to school board and leadership teams
- Conduct comprehensive evaluations of students to identify speech and language disorders, including articulation, fluency, receptive and expressive language, voice, and swallowing difficulties.
- Develop individualized education plans (IEPs) based on assessment results, outlining specific goals, therapy strategies, and progress monitoring methods.
- Provide direct speech and language therapy to students in individual or small group settings, using evidence-based practices to address identified needs.
- Provide consultation to teachers on strategies to support students with communication difficulties within the classroom environment.
- Complete MA billing for each eligible student throughout the school year and for ESY services.
- Educate parents about their child's speech and language development, therapy goals, and strategies to support progress at home.

QUALIFICATIONS GUIDE:

Qualifications: 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, skill, and/or ability required.

Education & Experience:

- Master's degree in Speech-Language Pathology (SLP) from an accredited program
- Current state licensure in Speech-Language Pathology

- Previous supervisory or leadership experience
- Strong knowledge of special education laws and IEP process
- Excellent interpersonal and communication skills
- Minimum 3-5 years experience as an SLP in educational settings
- Experience working in diverse educational environments
- Excellence in cultural competency and inclusive practices
- Demonstrated leadership and team management skills
- ASHA (American Speech-Language-Hearing Association) certification (preferred)
- Education or experience with Multi-Tiered Student Systems (preferred)

Other Qualifications:

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

Knowledge:

- Knowledge of diversity, equity and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

Acquired Skills:

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

Abilities:

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information

- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

Anti-Discrimination Policy and Commitment to Diversity:

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").