

## REPORT SUMMARY SHEET

**BOARD MEETING DATE:** May 21, 2018

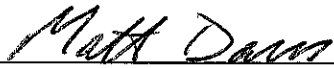
**TITLE AND BRIEF DESCRIPTION:** Job Description Additions

**ACTION DESIRED:** Approval

**BACKGROUND:** The Eldon School District is updating job descriptions. Throughout our updates we are adding a Speech Implementer, Speech Language Pathologist Assistant and a Registered Apprenticeship Coordinator to our job description directory.

**RECOMMENDATION:** Approval.

**SUPERINTENDENT'S APPROVAL:**



For the purpose of submitting report

**Job Title:** Speech Implementer

**Reports to:** Speech-Language Pathologist, Director of Special Programs

**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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

**Bachelor's degree in job related area. Valid Missouri Teacher Certificate for appropriate level**

**Performance Responsibilities:**

- 1. Under the direct supervision of a speech and language pathologists: Implements speech/language therapy in accordance to the Individual Educational Plan (IEP) goals and objectives as required by DESE for all students with disabilities.**
- 2. With the assistance of the speech pathologist, maintains records for students who are receiving therapy or other school provided speech/language/hearing services.**
- 3. Confers periodically with building administrator regarding social and personal growth of students.**
- 4. Confers regularly with speech pathologist on the progress towards goals for each student receiving speech and language services.**
- 5. Assists the speech pathologist in proper referrals of individuals to agencies and specialists as appropriate.**
- 6. Acts as case manager for students on caseload with oversight by the Speech/Language Pathologist.**
- 7. Strives to maintain and improve professional competence by an ongoing program of reading, workshops, conferences, seminars, and/or advanced college coursework.**
- 8. Attends parent/teacher conferences and/or IEP/evaluation report meetings as needed.**
- 9. Works with school staff to schedule Speech/Language therapy for designated students with disabilities**
- 10. Follows school district policies and procedures.**
- 11. Models appropriate behaviors and responsibility for the purpose of demonstrating appropriate social and interpersonal behavior**

**Communication Skills:**

1. Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
2. Ability to effectively present information and respond to questions from parents.
3. Effectively communicate developmental issues to parents

**Terms of Employment:**

Speech Implementers are in a nine-month position. Salary is commensurate with teacher pay scale and experience/education

**Evaluation:**

Performance of the job will be evaluated in accordance with provisions of Board policy on Evaluation of Professional Staff.

**Job Title:** Speech-Language Pathology Assistant

**Reports to:** Speech-Language Pathologist, Director of Special Programs

**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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

**Bachelor's Degree in Communication Sciences and Disorders from program ASHA approved to grant Master's SLP degrees OR Bachelor's Degree in other area with a total of 21 hours in five speech/language areas (anatomy /physiology, phonetics, development, disorders (acquired & developmental) & clinical methods); 25 hours of SLP observation; and 25 hours of SLP clinical assisting or practicum. (Hours can be provided /supervised by school-based SLPs with appropriate credential – Board license or DESE certificate.)**

**Performance Responsibilities:**

1. Comply with State Law and District Polices and regulations.
2. Maintain confidentiality and unquestionable integrity
3. Attends all staff meetings.
4. Screening
5. Implementing IEPs
6. Documenting progress
7. Other activities such as early intervening services and language-literacy activities with non-disabled students.
8. Create, distribute, and maintain quality IEP's, and all other pertinent special education paperwork within stated timelines.

**Communication Skills:**

1. Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
2. Ability to effectively present information and respond to questions from parents.
3. Effectively communicate developmental issues to parents

**Terms of Employment:**

Speech-Language Pathology Assistants are in a nine-month position. Salary is commensurate with teacher pay scale and experience/education

**Evaluation:**

Performance of the job will be evaluated in accordance with provisions of Board policy on Evaluation of Professional Staff.

## **REGISTERED APPRENTICESHIP (RA) COORDINATOR**

**Job Title:** Registered Apprenticeship (RA) Coordinator  
**Reports to:** Directors of Eldon Career Center & Lake Career & Technical Center  
**Classification:** Exempt

### **Summary**

Assist schools and employers in the coordination and development of state registered apprenticeships (RA) which will assist with the “skills-gap.” The full-time RA Coordinator will be the liaison with business and industry employers, schools, and Department of Labor to develop and oversee the formal registered apprenticeship processes.

### **Essential Duties and Responsibilities**

1. The RA Coordinator’s primary goal will be to secure at least one registered apprenticeship in the areas of advanced manufacturing, transportation technician, and construction laborer/tradesman. Additional registered apprenticeships will be encouraged.
2. Help the student apprentice prepare for the application and interview process by ordering and administering the assessments needed; as well as, leading the student through the process of filling out an application, completing a professional resume, and guiding them on answering interview questions.
3. Primarily responsible for grant spending, data, and financial reporting to the Division of Workforce Development office.
4. Collaborate between school districts, program advisory committees, business and industry, Department of Labor, area workforce development personnel, economic development personnel, and area career center sending schools.
5. Attend CTE advisory meetings of the programs that are seeking to establish an apprenticeship.
6. Attend economic development and chamber of commerce meetings when the agenda is applicable to the RA process.
7. Market the advantages of the RA to employers, potential students, high school counselors and administration, and parents.
8. Help student register for dual credit or articulated credit that is a part of their career path.
9. Prepare students with essential hiring skills. (ex. Filling out job applications, resume building, interview practice...)
10. Coordinate testing needed for college entrance or career testing. (ex. Career Safe, TSAs, IRCs, and WorkKeys)
11. Coordinate the ordering process for required uniforms and tools for students entering the RA program.
12. Other duties as assigned by supervisors.

### **Qualifications**

Education/Experience

Bachelor’s Degree recommended, Associate’s Degree minimum requirement

### **Skills and Abilities**

Present information clearly to diverse audiences

Present in multiple ways through written word and speech

Work with the local newspapers to publish articles for awareness and celebrations

Use graphics and technology to market the information to all potential parties

Write proposals and grants

Correspond by Gmail

Use Google applications

Create and keep a budget that stays within the limits of the grant

Report data collected to the grant holder

Work collaboratively with school staff, students, business and industry

### **Conditions and Environment**

Work in different environments and in the office. This position will require travel to area schools, businesses, and job sites.

**Terms of Employment:** Position requires 220 days of service. The days must be served between the grant life from May 1, 2018 and June 30, 2019. – Salary will be in line with the grant budget. (Position will include 11 holidays, 14 sick leave days and 2.5 personal leave days.)

**Evaluation:** Performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Staff.

**Adopted:** May 21, 2018