Duties of a Lead Speech Language Pathologist

It is highly recommended that every LEA in NC no matter the size nominate an SLP to function as the Lead SLP for that district. The duties of this person and amount of time spent in administrative functions will vary greatly depending on the size and need of each individual district. The Lead SLP may be rewarded for the increased responsibilities by a salary supplement, relief from therapy or school based workload duties or other benefits provided by the LEA. Below are listed some of the possible responsibilities of the Lead SLP. This list is not meant to be exhaustive but rather provide guidance on the possible functions of a Lead SLP. If you have questions please contact the State Consultant Perry Flynn at pfflynn@uncg.edu

Attend Lead meetings sponsored by DPI and disseminate information back to the speech-language pathology, and exceptional children’s staff as well as the EC Director as appropriate

Provide guidance to the LEA, EC Director and other administrators in the district

Cover speech-language services during temporary vacancies at schools in the LEA

Schedule and plan the agenda for monthly speech meetings in the LEA

Order tests, protocols and materials for the Speech-language pathology staff

Attend state and national level continuing education opportunities and report back to the speech-language pathology staff

Consult on difficult cases or evaluations in the LEA

Function as an LEA Representative

Evaluate the performance of SLPs in the system

Provide orientation for new SLPs

Supervise or assign supervisors for Clinical Fellowship or Supervised Experience Years

Mentor SLPs

Participate in interviews for job applicants

Communicate on behalf of the LEA with the Department of Public Instruction

Present on topics of expertise in the LEA and or at state and national continuing education opportunities

Assist in maintaining caseloads of no more than 50 students and in creating equitable caseloads across the LEA

Coordinate job assignments across the district

Participate in potentially volatile IEP or other meetings

Participate on administrative committees

Coordinate extended school year speech-language pathology services

Participate as a member of augmented communication or autism teams

Coordinate augmented communication or assistive technology equipment

Maintain and coordinate lending libraries of equipment and or testing or resource materials

Act as a liaison between SLPs and LEA administration

Act as a resource for problem solving/ question answering for SLPs