

DIRECTOR, CENTER FOR COMMUNICATION DISORDERS

Minimum Qualifications:

Master's Degree in Speech-Language Pathology and/or Audiology
Certificate of Clinical Competence from the American Speech-Language-Hearing Association
Connecticut Health Department license (or eligibility)
Minimum of 8 years experience in clinical practice
Minimum of 5 years experience in clinical supervision of graduate students in speech-language pathology and/or audiology
Experience in supervision of personnel
Administrative experience
Excellent oral and written communication skills
Excellent organizational skills
Demonstrated computer literacy skills for clinical and administrative purposes

Responsibilities:

Staff: Maintain appropriate staff size; ensure appropriate qualifications for Center staff, in accordance with appropriate State labor agreements; recommend employment, promotion, and termination of Center staff; solicit staff input regarding program development and execution; establish work schedules; establish personnel practices; conference with staff regarding student clinical activities; provide opportunities for staff development.

Program: Coordinate and participate in all reviews and revisions of Center goals and objectives; oversee all services provided by the Center; organize staff, equipment, supplies, facilities, and finances to accomplish Center goals and objectives; participate in administrative decisions regarding Center policies, fee schedules, professional training and travel, space, equipment and supply purchases; develop and implement standard operating procedures; assure equipment maintenance; maintain statistics of services provided and an inventory of supplies and equipment; monitor billing and payment of fees for service; maintain an ongoing system of program evaluation and quality control.

Clinical: Monitor client intake, management and referral; monitor client record keeping; ensure clinical accreditation standards are maintained; maintain records relative to ASHA accreditation.

Students: Assign clinical supervisors and student clinicians to clients; maintain own supervisory caseload (approximately 5-6 students per semester or two diagnostic "slots"); coordinate and chair Clinical Support Panel; ensure adequate observation opportunities for pre-clinic students.

Other: Assure program participation in community activities related to communication disorders and their prevention; assure program cooperates with other community agencies in identifying service needs.

Conditions of Employment: This is a 12 month, full-time position

Line of Responsibility: The Director reports to the Chair, Department of Communication Disorders and the Dean of the School of Health and Human Services

Approved 3/18/98

Area: Program Administration
Subject: Position and Description--Center Staff
Policy No.: 040

POLICY

It is the policy of the Center for Communication Disorders to state criteria for Center personnel selection and to outline areas of responsibility of personnel position.

PURPOSE

The purpose of this policy is to ensure that individuals employed by the Center possess the qualifications, experience and attitude consonant with the Center's program goals and service delivery policy.

PROCEDURES

1. Minimum qualifications for personnel positions will be those stated in State labor classification (for non-classified personnel) and in University labor classifications (for non-classified personnel).
2. Additional qualifications for personnel positions and their responsibilities are indicated by the Center in the attached position descriptions. 11