JOB DESCRIPTION

Director Speech and Hearing Center

**Definition of Class**
This is a professional position in which the incumbent co-directs the operation of the Speech and Hearing Center and provides clinical supervision and instruction to graduate students in Communication Sciences and Disorders; provides direct, billable client services by assessing the speech and language skills of clients and implementing intervention strategies and treatment programs; instructs one undergraduate course per semester, and serves as an academic advisor to undergraduate students. The incumbent has the authority to exercise discretion over a wide variety of areas and reports to the Department Chair.

**Examples of Work Performed**
Co-directs the operation of the Speech and Hearing Center.

Maintains the clinical clock hour reports, monitors safety procedures and regulations, and ensures clinical supply inventory is adequate to meet client needs.

Provides supervision and guidance to the Speech and Hearing Center’s office staff.

Develops clinical affiliation agreements in the community and nationwide.

Determines clinical assignments of the clinical instructors and graduate student clinicians.

Provides supervision and clinical instruction for graduate students to ensure quality training for students and service for clients.

Determines clinical direction and provides feedback and constructive criticism of students’ clinical performance.

Establishes appropriate assessment and intervention approaches for speech language clients. Provides direct, billable client services and required documentation/reports.

Instructs one undergraduate course each academic (fall/spring) semester and one course during either the first or second summer term, provides assignments to improve students’ clinical performance and submits student grades.

Participates in academic advising of undergraduate students.

Meets with students and is available during scheduled student appointments.

Maintains compliance with the American Speech-Language-Hearing Association and Mississippi State Department of Health regulations.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Co-directs the operation of the Speech and Hearing Center.

2. Provides supervision to office staff and clinical instruction for graduate students.

3. Instructs one undergraduate course each academic (fall/spring) semester and one course during either the first or second summer term.

4. Provides direct, billable client services.

5. Participates in academic advising of undergraduate students.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is periodically required to talk and hear; stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; and stoop, kneel, crouch or bend.

Experience/Educational Requirements:

Education: Master's degree in Speech Language Pathology from an accredited four-year college or university.

AND

Experience: Four (4) years of experience related to the above described duties.

Certification: Licensure by the Mississippi State Board of Health and Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA)

Substitution Statement: Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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