



USC University of
Southern California

Lead Speech Pathologist Job Description

JOB INFORMATION

<i>Job Code:</i>	187744
<i>Job Title:</i>	Lead Speech Pathologist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Therapy
<i>Job Family Group:</i>	Research and Clinical Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assesses, diagnoses, and treats patients with speech, language, cognitive, communication, voice, and swallowing disorders. Provides leadership and coordination of speech pathology services. Assigns and supervises workloads and performs administrative duties (e.g., recruitment, scheduling, mentoring). Leads educational programs, participates in clinical research, and makes presentations at conferences.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	Communication Disorders

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	
	X	5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Completion of clinical training.
X		Three years' experience in a clinical practice beyond any fellowships.
X		Demonstrated leadership and organization skills.
X		Excellent written and oral communication skills.
X		Familiarity with standard industry concepts, practices and procedures.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience reaching underserved patient populations.
X		Ability to lead others.
X		Advanced judgment, analytical, and decision-making skills.
X		Ability to work independently with minimal supervision.
	X	Extensive clinical experience with laryngeal videostroboscopy (rigid and flexible) and acoustic/aerodynamic assessments and treatments of voice and upper airway disorders.
	X	Experience in leadership/management roles.
	X	Ability to draft detail-oriented communications, reports and content for publications.
	X	Demonstrated facilitation and presentation skills.
	X	Extensive knowledge and/or understanding of numerous cultural issues (e.g., immigration, socioeconomic, LGBTQIA+).
	X	Ability to mentor and develop others by outlining goals, implementing support, and encouraging continuous learning, realignment and training.
	X	Fluent in one or more languages in addition to English (e.g., Spanish, Korean, American Sign Language).

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Valid license to practice speech pathology from the California State Board of Medical Examiners.

Certifications

<i>Req</i>	<i>Pref</i>	<i>Select Certifications</i>	<i>Enter Additional Certifications</i>
X		Cert Clinical Comp in Speech Language Pathology - CCCSLP (ASHA)	

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Treats patients with varied speech and language issues, administering and analyzing test results to determine abilities and the extent/nature of any impairments (e.g., aphasia, dysarthria, voice disorders). Treats swallowing disorders due to neurological impairments (e.g., Parkinson's disease) or head/neck cancers. Examines medical histories and tests to determine any needed therapy, developing individualized patient care plans.				
Assigns, schedules, and supervises workloads, and performs clinical assessments. Manages clinical protocols, equipment, space and inventories. Recruits and selects new hires, and provides orientation, training and continuing education. Manages clinical fellow selection and training. Establishes and maintains performance improvement and quality control activities as requested.				
Schedules patient evaluations and treatments. Teaches patients with little or no speech capability how to improve their communication skills. Selects and instructs with appropriate augmentative/alternative communication methods. Monitors patient progress and adjusts treatments as needed. Refers patients for additional medical/educational services if required. Writes reports on diagnostics, treatments and patient progress.				
Interprets findings and treatment plans for patients, their families and other concerned parties, providing counseling and training. Plans and conducts remedial programs designed to improve/restore communicative and swallowing abilities. Administers treatment in individual/group sessions and develops exercise programs to reduce patient disabilities. Makes referrals as needed.				
Leads educational/outreach programs. Participates in clinical research to advance evidence-based practices and makes presentations at conferences to develop program reputation. Stays current with new/emerging technologies and				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
approaches, leveraging the latest industry knowledge and best practices to facilitate opportunities for innovation and continuous improvement.				
Conducts and assists with speech-related research to continually develop procedures, treatments and technology. Assists with writing grant applications and educational materials. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.