

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

<b>Position Code</b> 1. AUDSCSTEA02R
---

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> EDUCATION
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> Office of Special Education
<b>4. Civil Service Position Code Description</b> AUDIOLOGY SPCH CONSULTANT-E	<b>10. Division</b> Michigan School for the Deaf
<b>5. Working Title (What the agency calls the position)</b> Speech Therapist	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> VERNON, REX W; SCHOOL PRINCIPAL-3	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> CONTRERAS, JESSICA; STATE ADMINISTRATIVE MANAGER 15	<b>13. Work Location (City and Address)/Hours of Work</b> 1235 W Court St., Flint, MI 48503 / M - F (40 hours/week during school year)

**14. General Summary of Function/Purpose of Position**

The Michigan School for the Deaf is a day and residential facility for students who are Deaf and hard of hearing. This position functions as Speech Therapist for the school portion of the Michigan School for the Deaf. The employee performs a full range of professional speech consultant assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 65**

Oversees a variety of professional assignments to improve the speech functions of Deaf students in a residential school setting.

**Individual tasks related to the duty:**

- Evaluates and diagnoses speech disorders of students.
- Designs and implements therapeutic intervention strategies.
- Maintains student records and progress notes.
- Participates in individualized education program (IEP) team meetings and multidisciplinary evaluation team meetings.
- Conducts annual reviews and re-evaluations of IEPs, addendums/revisions, review of existing evaluation data (REED), and participates in parent/teacher conferences, open houses, and where appropriate, MSD family nights.
- Performs a wide range of screening and diagnostic tests.
- Prepares reports and prepares documents related to the work such as speech evaluations, IEP reports, develop individual goals and objectives.

**Duty 2**

**General Summary:**

**Percentage: 35**

Consults with and advises staff, as well as local agencies, in establishing and maintaining screening programs and related services for speech impaired children in accordance with Public Health Code, rules, and policies.

**Individual tasks related to the duty:**

- Ensures the students with speech/language needs receive appropriate services including evaluation, treatment, plans and conducts therapy assessments and collects data.
- Consult with children, parents, teachers and other professionals concerning speech, remediation and education of children with hearing and/or speech impairment.
- Consult with audiologist to coordinate proper training for students.
- Consult with the development and implementation of educational programming to meet specific needs of children with speech and language impairment.
- Performs related work as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Independent decisions include conducting a speech evaluation to determine whether a child would benefit from speech therapy. Michigan School for the Deaf students, parents and staff are affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

If past experience and/or education do not meet the needs of a situation, supervisor assistance will be sought.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical effort typical of a school environment.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

**Additional Subordinates**

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

**23. What are the essential functions of this position?**

The Michigan School for the Deaf is a day and residential facility for students who are Deaf and hard of hearing. This position functions as Speech Therapist for the school portion of the Michigan School for the Deaf. The employee performs a full range of professional speech consultant assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Updated Duty 1 tasks to include IEP meaning, participate in team evaluation meetings, family nights, and conducting annual reviews and evaluations of IEPs and existing evaluation data.

**25. What is the function of the work area and how does this position fit into that function?**

The Michigan School for the Deaf provides residential and educational programs and services for students who are Deaf or hard of hearing. This position provides speech and language services/intervention to students.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a master's degree in speech and hearing, speech pathology, audiology, or audiometry.

**EXPERIENCE:**

**Audiology/Speech Consultant 9**

No specific type or amount is required.

**Audiology/Speech Consultant 10**

One year of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant.

**Audiology/Speech Consultant P11**

Two years of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant, including one year equivalent to an Audiology/Speech Consultant 10.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the methods used in the development of assessments and interventions for speech/language disorders.
- Knowledge of methods used to detect and correct speech/language disorders.
- Ability to advise and inform school on matters of current research-based practices.
- Ability to analyze student needs and to plan and develop speech screening programs.
- Ability to promote the development of speech assessments and remediation at MSD.
- Ability to maintain records, and prepare reports and correspondence for IEPs, and REEDs.
- Ability to maintain favorable internal and external public relations.
- Ability to communicate effectively with others in both American Sign Language and English.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Certificate of Clinical Competence or a State of Equivalence in either Speech Pathology from the American Speech-Language Hearing Association is required for all levels, professional affiliation with ASHA.
- Sign Language is preferred, but not required for hire. Must have a rating of Intermediate+ on the Sign Communication Proficiency Interview within two years of hire.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

NA.

*I certify that the entries on these pages are accurate and complete.*

DANIEL CLARK

1/28/2025

Appointing Authority

Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

Employee

Date