



JOB DESCRIPTION- SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM CHAIR

General Description/Primary Purpose:

The Speech-Language Pathology Assistant Program Chair at Murray State College provides leadership and oversight for the SLPA program, including curriculum development, faculty supervision, accreditation compliance, and student success. The Chair teaches as appropriate, manages program operations, and works closely with clinical partners to ensure graduates are well-prepared for professional practice in speech-language pathology.

Classification: Full-Time Faculty

Salary: Salary commensurate with qualifications, education and experience, plus full fringe benefits.

Appointment: 10 month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small- town life with access to big city offerings.

Description of Job Functions:

1. Curriculum Design: Develop a robust curriculum that includes coursework in communication disorders, therapeutic techniques, cultural competence, and professional ethics, ensuring alignment with ASHA guidelines and state licensure requirements.
2. Clinical Integration: Establish partnerships with local healthcare and educational institutions to provide students with supervised field experiences, facilitating hands-on learning under the guidance of certified SLPs.
3. Accreditation Compliance: Ensure the program meets all accreditation standards and prepares students for eligibility to take the SLPA certification exam, adhering to the educational pathways outlined by ASHA. Develop a program handbook with sections for students, faculty, and adjuncts.
4. Instructional Materials: Create or identify comprehensive instructional materials, including Departmental level syllabus standards, Student Learning outcomes, assessment tools, and multimedia resources, to support diverse learning styles and promote student engagement.

5. Faculty Collaboration: Work closely with faculty members across campus and especially from other Allied Health Programs to ensure support in delivering the curriculum effectively, incorporating best practices in pedagogy and clinical instruction.
6. Program Evaluation: Implement assessment strategies to evaluate program effectiveness, student learning outcomes, and clinical competencies, using data to inform continuous improvement efforts.
7. Budget: anticipate potential expenditures related to establishment, and deployment of this program.
8. Develop the application process including selection criteria.
9. Perform additional responsibilities as assigned by supervisors or the Office of Academic Affairs.
10. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.
11. Successfully complete yearly state-mandated training modules and required NIMS (IS-100.HE and IS-700.a) training upon employment.

Specific Job Functions – Chair:

1. Oversee academic program quality and the assessment of student learning outcomes.
2. Perform annual program and curriculum reviews; implement updates to ensure compliance with state and national requirements.
3. Collaborate with Admissions and the Registrar on course transfer and placement decisions.
4. Participate in the College Evaluation Process (CEP) when nominated.
5. Identify and pursue program improvements, including new certifications and concurrent instruction agreements.
6. Submit and manage program budget requests, course fees, inventory, and supply needs.
7. Communicate campus announcements, policy updates, and deadlines to departmental faculty.
8. Schedule and lead departmental meetings each semester.
9. Create and implement departmental course schedules and monitor equitable faculty teaching loads.
10. Determine hiring needs in consultation with the Dean and the Office of Academic Affairs.
11. Recruit, supervise, and evaluate adjunct and full-time faculty in accordance with MSC hiring policies and procedures; assist Human Resources with required documentation.
12. Mentor or designate mentors for concurrent instructors under the alternative accreditation policy.

13. Collect and submit departmental gradebooks and syllabi for administrative review.
14. Conduct yearly evaluations of full-time faculty.
15. Ensure consistent application of college policies and procedures to personnel and program matters.
16. Investigate and resolve student concerns in collaboration with faculty and administration.
17. Supervise work-study students, if applicable.
18. Coordinate advisory committee appointments and meetings, including preparation and posting of agendas and minutes.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodations, using some other combination of skills and abilities.

- Familiarity with ASHA guidelines, state licensure requirements, and accreditation processes for SLPA programs.
- Proficiency in educational technologies, learning management systems, and virtual collaboration tools.
- Strong organizational, communication, and interpersonal skills, with the ability to work collaboratively across departments and with external partners.
- Develop critical thinking exercises and well-organized lectures.
- Communicate clearly and effectively to students in varied course structures.

Rank Statement: Policy Statement (Approved by the MSC Board of Regents June 17, 2014)

Murray State College recognizes four classifications of academic rank:

1. Instructor
2. Assistant professor
3. Associate professor
4. Professor

Regular full-time permanent faculty are ranked as an instructor upon employment in a full-time permanent faculty position. Regular full-time permanent faculty have the opportunity to apply for promotion in academic rank as outlined in the Faculty Promotion in Rank and Tenure Procedure. Must meet the evidentiary criteria for promotion in rank in minimum requirement and meet requirements for renewal -see Policies and Procedures Handbook. Monetary incentives for promotion in rank may be provided based upon the specified procedures and the availability of funds.

Other Ergonomic Requirements:

Performance of job functions related to instruction requires seeing, hearing and speaking as well as some amount of stooping, reaching, lifting, walking, and carrying of supplies and light equipment. All individuals are required to be able to perform the movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

General hours are Monday through Thursday, 8:00 a.m. - 5:00 p.m. and Fridays, 8:00 a.m. -12:00 p.m. Like in-person faculty, online faculty should spend the equivalent of 37.5 hours per week on their MSC responsibilities. Other professional activities may be scheduled in accordance with college policies and in cooperation with the Chair, Dean, and the Vice President for Academic Affairs. Electronic office hours are required to allow for student interaction.

Qualification Standards:

1. **Minimum Education Required:** Master's degree or higher in Speech-Language Pathology, Communication Sciences and Disorders, Curriculum Development, or a related field.
2. **Minimum Experience:** Minimum of 3 years of experience in speech-language Pathology.
3. **Preferred Experience:** Experience in developing community college programs or working within the community college system. Experience in curriculum development or academic program design. Background in interprofessional education and collaborative practice models. Bilingual proficiency or experience working with culturally and linguistically diverse populations.
4. **Licensure/Certification:** Current ASHA certification (CCC-SLP) and state licensure as a Speech-Language Pathologist is highly desirable.
5. **Professionalism:** Faculty at MSC are expected to demonstrate dedication to teaching and to showing professional competence, integrity, and enthusiasm in the performance of all responsibilities.
6. **Image:** Murray State College employees are expected to maintain a neat, well-groomed and professional image at all times while performing their responsibilities.
7. **Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC Background Consent Form.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
MSCemployment@mscok.edu

MSC participates in E-Verify.

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