



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

WILL GORDILLO
DIRECTOR

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EXCEPTIONAL STUDENT EDUCATION
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Bulletin #P-14378-CLS/ESE

Contact Person:
Sue Alex, PX 48066

Information Only

TO: All Principals

FROM: Janis Andrews, Ed.D., Chief Academic Officer *JA.*

SUBJECT: FY13 CONTRACTED SPEECH-LANGUAGE PATHOLOGIST PROCEDURES AND INFORMATION

We are currently assigning contract speech-language pathologists (SLPs) to fill part-time and full-time SLP vacancies for the FY13 school year. In order to use this costly service more efficiently, principals are asked to comply with the procedures and guidelines below:

Position Information:

Contracted SLPs are assigned to schools with vacancies on full-time or part-time basis per allocation. The district has six contracted companies (vendors) to provide qualified staff to serve students in the absence of direct hires.

Speech-language administrators work directly with the companies pursuant to contract guidelines. Therefore, school-based administrators and staff must not directly contact contracted SLPs and/or their companies prior to the assignment, as these contacts interfere with assignments as required by Request for Proposal (RFP) contracts. In addition, please avoid discussing future (i.e., next year, ESY, etc.) assignment possibilities with contracted staff.

Vacant positions are advertised until filled with district-hired staff. When a direct-hire is secured and prior to confirming/offering a position, the assigned SLP Specialist for your school will notify the Principal to arrange an interview.

Duty Days/Hours:

Contracted staff is expected to work regular staff duty hours at the assigned school(s) to the extent of their assignment (full-time, part-time, and daily). Any variance from regularly scheduled hours must be approved by the site-based administrator. Principals (or designees) are asked to inform Sue Alex of any duty hour changes for contract staff for invoice verification purposes. A maximum of seven (7) hours per day are billable for full-time contracted staff and a maximum of 3.5 hours for part-time assignments. No overtime is permitted.

Employee ID #/Email:

Each contracted SLP must contact Joan Clark to obtain an employee identification number as a "guest instructor." Once the employee identification number is assigned a district email account may be created for the contracted SLP. Joan Clark will email the contract SLPs internet access information to the Principal. Contract SLPs will have access to all appropriate speech-language eforms required to fulfill his/her duties. If problems occur with internet access, email and/or eforms access please ask the contract SLP to work with your ITSA or contact the Help Desk at PX 44100.

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Responsibilities:

Contracted SLPs are expected to complete activities related specifically to speech-language pathology including: direct therapy, evaluations, CST, SBT, compliance activities, and planning. Contracted SLPs are not permitted to be used for activities other than those specific to speech-language pathology.

District-wide Assessments/FCAT:

Contracted staff are not able to participate in the administration or proctoring of District assessments including; FCAT Diagnostics, FCAT Writes, FCAT, or FAA. Please inform the volunteer office if testing administrators or proctors are needed at your school site. The Exceptional Student Education (ESE) Department will assist in meeting your needs. If movement on your campus is allowed, a contract SLP may work a modified schedule and provide services to those students NOT taking FCAT.

Verification of Work Hours and Annual Evaluation:

Contracted SLPs are under the direct supervision of site-based administrators. Contract SLPs are to sign in and out daily, as "Visitor – no badge printed" on the school's computer in the main office. The administrators (or designee) will sign weekly time sheets (provided by the contract SLP) to verify hours worked. These time sheets are attached to the invoices sent to the District office.

PBSD 2075 *Consultant Evaluation* form is to be completed annually (or at the end of the assignment) to assess performance. The original Consultant Evaluation should be sent to Sue Alex, FHESC, A-203.

Concerns:

If at any time there are concerns with the performance of a contracted SLP, administrators are asked to contact Sue Alex immediately to address the issues.

Absences/Substitutes:


Contracted SLPs are required to contact the assigned school and the assigned SLP Specialist via phone or email when absent. If substitute services are needed, the school can contact the Sub Office using the vacant position. Sub slips should be faxed to Loretta Pisciotta, Budget Technician, at PX 48625 for payroll processing.

Professional Development:

Professional development is the responsibility of the vendors. Contracted staff is permitted to attend activities offered by the District, although the time is not eligible for payment by the District.

If you have any questions, please contact Sue Alex at PX 48066 or via email at sue.alex@palmbeachschools.org.

EWG:JA:KO:WJG:SZA:jb

Approved by: 
E. Wayne Gent, Superintendent