

ASHA CE Content Consultant Job Description

Job Purpose:

The ASHA CE Content Consultant acts as a subject matter expert who plays an active role in the ASHA Approved CE Provider's course planning, implementation, and evaluation.

The ASHA CE Content Consultant works collaboratively with the ASHA CE Administrator (CEA) for the ASHA Approved CE Provider, who is the liaison and contact person between the ASHA Approved CE Provider organization and the Continuing Education Board (CEB), to ensure that all CEB requirements and procedures are followed.

Knowledge required:

- An ASHA-certified speech-language pathologist; audiologist; speech, language, or hearing scientist; and/or ASHA member
- Has a working knowledge of ASHA's scope of practice for speech-language pathologists and audiologists
- Understands ASHA's policies and practice documents
- Adheres to the ASHA Code of Ethics
- Understands the collaborative relationship between the CEA and the CE Content Consultant

Skills for success in this position:

- Attention to detail and ability to meet deadlines
- Excellent verbal and written communication skills
- Ability to work independently while also working collaboratively with the CE Administrator, ASHA CE Staff and ASHA Continuing Education Board

Duties & responsibilities:

- Serves in a collaborative role with the CE Administrator
- Must be involved in all continuing education course planning, implementation, and evaluation.
- Reviews all courses for appropriate content, subject codes and accuracy prior to submission to ASHA CE for course registration
- Works in a timely manner to assist the CE Administrator in meeting CEB requirements

Examples for utilizing the CE Content Consultant:

- Include them on the convention and program planning committee
- Have them review the proposed program prior to submission to ASHA CE
- Serves as a resource for suggested speakers and content
- Tap them for information about ASHA resources
- Include them in the needs analysis and program evaluation process