

(REVISED 3-10-05)
5-17-07
6-01-09
6-17-10

JOB DESCRIPTION

TITLE COORDINATOR OF PSYCHOLOGICAL SERVICES

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's degree and five years experience as a School Psychologist or related experience; or Master's Degree in Educational Leadership. Demonstrated leadership abilities as evidenced by participation in department or district level committees and activities. Basic computer skills required (i.e., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to understand and utilize advanced mathematical concepts. Ability to understand and explain advanced statistical concepts such as frequency distribution, test reliability and validity, analysis of variance, correlation techniques, sampling, and factor analysis.
Certificate/License	Eligible for Florida School Psychologist Certification and/or certification in Educational Leadership preferred.
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.), in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms, stoop, kneel, crouch or crawl, talk and hear. The employee

must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Student Services

GENERAL RESPONSIBILITIES

1. Supervises and monitors procedures for the delivery of psychological services and assists in the development of an effective process for the resolution of educational difficulties. Problem Solving/Response to Intervention.
2. Supervises school district procedures and activities regarding Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act.
3. Supervises and trains School Psychologists in the areas of individual assessment, functional behavioral assessment, plans and consultations.

SPECIFIC RESPONSIBILITIES

1. Supervises the School Psychologists and supports their efforts.
2. Provides leadership in the assigned areas of Student Services.
3. Evaluates the effectiveness of psychological services and evaluates all members of the department.
4. Supervises School Psychologist interns accepted by the District.
5. Provides a procedure for the effective hiring of additional staff and makes recommendations regarding new staff to the Director of Student Services.
6. Serves as the District contact with the Office for Civil Rights and acts as liaison with other District departments regarding Section 504/ADA
7. Serves as a member of district based committees when requested.
8. Works collaboratively with the Student Services Department and other staff and departments to provide and coordinate program support to schools. Supervises and reviews student data for use in improvement for instructional program assessment.

9. Identifies and disseminates relevant research to help guide instructional decisions.
10. Assists with budgetary decision making with District staff in the area of School Psychologists.
11. Ensures compliance with federal, state and local regulations pertinent to the assigned areas of Student Services.
12. Serves as a resource on District PS/RtI Steering Committee.
13. Performs other duties as assigned.