

### JOB DESCRIPTION

<b>POSITION TITLE:</b> School Psychologist Lead	<b>JOB CODE:</b> 405E
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> School Social Worker and Psychologist
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Student Assistance Programs and Supervisor, Psychological Services	<b>PAY GRADE:</b> CPY (6 or 7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides support to departmental leadership by leading monthly team meetings, providing peer supervision and caseload management, and support supervisor with staff observations and evaluation.	

#### REQUIREMENTS:

1.	Educational Level: Specialist Degree or equivalent degree hours in School Psychology
2.	Certification/License Required: Service Certificate in School Psychology
3.	Experience: 3 years of experience in school psychology
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; leadership; time management; competency in professional domains of practice

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides essential duties of a school psychologist to assigned schools.
3.	Demonstrates competency in administering a variety of assessment instruments and techniques and working with students with a variety of disabilities.
4.	Demonstrates understanding of criteria for all areas of eligibility according to Georgia DOE rules/guidelines.
5.	Leads monthly supervision meetings with assigned team.
6.	Assists with completing observations and other elements for performance evaluations.
7.	Demonstrates appropriate consultative skills in parent, teacher and student conferences.
8.	Provides presentations/professional learning for departmental staff and other groups as needs are identified
9.	Represents Psychological Services in the district and community.
10.	Participates in and contributes to facilitating departmental staff meetings.
11.	Assists with analyzing departmental data for program and procedural planning.
12.	Practices in accordance to Federal, State and County regulations and professional ethics.
13.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_