



EMPLOYEE NAME: _____

Created: 9/05 Revised: 10/12; 6/18

JOB DESCRIPTION

POSITION TITLE: Supervisor, Psychological Services	JOB CODE: 621A
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Student Assistance Programs	WORK DAYS: 238
REPORTS TO: Director, Student Assistance Programs	PAY GRADE: CS1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides supervision for the certified and classified staff of the Psychological Services department.	

REQUIREMENTS:

1. Educational Level: Specialist degree in school psychology
2. Certification/License Required: Certification in School Psychology; Tier I educational leadership certification
3. Experience: Minimum of five years of experience working as a school psychologist
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; extensive knowledge in federal, state, and county regulations, extensive knowledge of professional ethics, extensive knowledge of best practices for the provision of Comprehensive Psychological Services

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 on-going leadership and clinical supervision to psychologists and interns in the development and maintenance of skills that define the profession.
3. Supervises clerical staff.
4. Conducts the annual evaluation of school psychologists and on-going evaluation of service delivery.
5. Develops and applies departmental procedures and guidelines in response to federal guidelines, state directives and local policies.
6. Coordinates the interviewing/hiring process of certified and classified staff including personnel issues and logistics of service delivery.
7. Communicates with parents and other outside personnel or agencies.
8. Determines personnel training needs and appropriate staff development activities.
9. Provides consultative services to schools.
10. Identifies and supports Best Practices in School Psychology and the use of most current assessment procedures.
11. Reviews departmental records in relation to monitoring due process procedures and timelines.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____