

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

PROGRAM SPECIALIST PSYCHOLOGICAL SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree in School Psychology from an accredited educational institution. Specialist or higher degree in School Psychology or related field preferred.
2. Valid Florida certification or licensure as a School Psychologist and/or licensure as a Psychologist.
3. Satisfactory criminal background check and drug screening.
4. Five (5) years successful experience in education and related field.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development; theory and research on conditions that affect learning and behavior; test and measurement theory and foundations; and community resources and services available for student assistance. Ability to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to communicate orally and in writing. Knowledge of effective crisis intervention techniques. Knowledge of laws, policies and procedures pertinent to assigned responsibilities. Knowledge and understanding of guidance and counseling principals, programs and services.

REPORTS TO:

Director of Student Services

JOB GOAL

To provide oversight, direction and implementation and assigned programs for psychological and counseling services that maximize student's current and future social, emotional and educational success.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- * (1) Provide leadership, supervision and coordinate activities of school psychologists.
- * (2) Consult with school psychologists in determining appropriate testing and assessments to utilize when needed.
- * (3) Provide leadership, supervision and coordinate activities of school psychologists.
- * (4) Consult with school psychologists in determining appropriate testing/assessments to utilize when needed.
- * (5) Plan and implement school assignments and work schedules for school psychologists, designated staff and interns.
- * (6) Assist district and school-based personnel with implementation of Multi-Tiered System of Supports and Problem-Solving/Response to Intervention.
- * (7) Coordinate placement of school psychologist interns with university trainers.

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- * (8) Develop policies and procedures, initiate process changes and collaborate with multiple areas of student support services as well as other school and district-level leaders related to strategic initiative, psychological services, in accordance with local, state, and federal mandates.
- * (9) Maintain data for programs/services to meet local, state and federal audits.
- * (10) Ensure that students referred for special education services are properly evaluated within appropriate timelines.
- * (11) Develop and maintain an accountability tracking system for referred students, school psychologists, and other staff as appropriate.
- * (12) Promote mental health issues and sound psychological and educational practice within the school environment and assist with training school personnel and other staff regarding mental health concerns.
- * (13) Work with Student Services Administrative Team to assist with district crisis team intervention and district crisis response team.
- * (14) To plan and facilitate professional development training related to psychologist and counseling services.
- * (15) Participate as a member of school educational planning teams to develop assistance plans for at-risk students.
- * (16) Coordinate and implement school-wide and district-wide psychological and counseling services and activities.
- * (17) Coordinate and oversee the College & Career Expos, Fair and PATH Program.
- * (18) Participate in the development of appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
- * (19) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and schools.
- * (20) Coordinate staff and serve on the district crisis intervention team and provide counseling services to schools in crisis situations.
- * (21) Present evaluation findings in exceptional student education staffings to determine eligibility and placement.
- * (22) Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' learning and behavioral problems.
- * (23) Act as a liaison with public and private agents who work with students, *e.g.*, doctors and counselors as needed.
- * (24) Complete and submit Medicaid forms for eligible students.

Assessment/Evaluation

- * (25) Consult with School Psychologists in determining appropriate testing/assessments to utilize when needed.
- * (26) Plan and implement school assignments and work schedules for school psychologists, designated staff and interventions.
- * (27) To consult with MTSS and Problem-Solving team in schools for increased effectiveness.
- * (28) Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- * (29) Conduct informal and formal observations of students as part of the evaluation process.
- * (30) Review student records and analyze information pertinent to student learning and school adjustment needs.
- * (31) Participate in determining test score eligibility or non-eligibility of individuals for programs and services for disabled students.

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Professional Responsibilities

- *(32) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- *(33) Participate in district-sponsored staff development programs.
- *(34) Act in a professional and ethical manner and adhere at all times to The Code of Ethics for School Psychologists and the Principles of Professional Conduct of the Education Profession in Florida.
- *(35) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- *(36) Mentor new colleagues.
- *(28) Perform other tasks consistent with the goals and objectives of this position.
- *(29) Perform other duties assigned by supervisor.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Professional Technical Grade A 250 day Contract (12 months)
FLSA Exempt

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.