

POSITION GUIDE

Position Title: Supervisor of Psychological Services

Code:

Department: ECSES

Group: Act 93/MP

Reports to: Program Director, Early Childhood
and Special Education Services

Date: April 2022

PURPOSE OF POSITION:

The Supervisor of Psychological Services and ATTEND Program will provide programmatic and individual child expertise to the school psychologists and members of the ATTEND truancy program team. This individual is expert in matters relating to assessment, classroom management and behavior supports, learning rates and styles, materials, techniques, diagnostic/prescriptive approaches, and all skills necessary to be an effective school-based and clinical psychologist.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***

1. Collaborates with Program Supervisors to co-supervise all IU school psychologists in both school age and early intervention programs, assuring best practices are incorporated into psychological services provided within the IU (e.g., assessments, instructional strategies, report-writing, knowledge base regarding behavioral assessment and interventions, etc.)

2. Together with the Program Supervisors, evaluates the performance of all IU school psychologists relating to their ability to meet designated program-specific and IU-wide best practice expectations.

3. Develops and implement a system for ongoing communication with individual Program Supervisors to determine professional development needs for school psychologists and provide resources, training, and support as required.

4. Remains up to date on current case law in order to guide and support school psychologists through the internal and external School Psychology networks and to implement legally defensible practices.

5. Conducts assessments, participate in and provide information relevant to ER and IEP meetings for individual students, as needed.

6. Coordinates and supervises supplemental contracts for psychological services and BCBAs.

7. Provides ongoing leadership supervision and professional development to facilitate implementation and refinement of the ATTEND truancy program and its staff members.

This is not a complete itemization of all facets of this position.

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8. Recruits, employs, assigns, and coordinates direct efforts of school psychology and school social work interns in collaboration with other IU administrators.
9. Fulfills all other duties as required by the Program Director Early Childhood and Special Education Services.
10. Adheres to the established work schedule through regular and consistent attendance.
11. Proactively works as a team member to solve/assist with problems, issues, and opportunities.
12. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education Required:	Master's Degree
Certification	PA School Psychologist and Supervisor of School Psychologists
Required:	PA Psychologist License - preferred
Experience Required:	Minimum of three years as a School Psychologist

SUPERVISION OF PERSONNEL:

Co-supervision of School Psychologists

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 60%
	Walk/stand: 40%
	Driving to other locations: as needed for position
Lifting:	Up to 20 lbs
Vision:	Close concentration; constant viewing/use of computer screen

Mental Demands: Decision making, interpret, analyze, and problem solve

Environment: Normal office environment