

Job Title: Lead Licensed Specialist in
School Psychology

Wage/Hour Status: Exempt

Reports to: Coordinator of Assessment and Related Services

Dept./School: Special Education/Education Center

Date Revised: 07/01/08

The following statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Primary Purpose:

Provide support to Licensed Specialists in School Psychology regarding best practice in evaluation of special education students in assessment, behavior management, consultation and counseling for students with emotional disabilities, learning disabilities, and behavioral problems.

Qualifications:

Education/Certification:

Master's degree from accredited university

Valid Texas license as a Licensed Specialist in School Psychology granted by the Texas State Board of Examiners of Psychologists

Special Knowledge/Skills:

Knowledge of diagnostic procedures, education of special education students, human development and learning theories

Knowledge of procedures for assessing achievement, intellectual, emotional, and behavioral functioning for educational purposes

Knowledge of psychosocial development

Strong consultation skills for conferencing with teachers, parents, students, and administrators

Knowledge of prevention and intervention strategies, including behavior management interventions

Excellent organizational, communication, and interpersonal skills

Experience:

Minimum of 3 years of successful Licensed Specialist in School Psychology experience

Major Responsibilities and Duties:

1. Provide support to Licensed Specialists in School Psychology regarding best practice in evaluation of special education students.
2. Provide coordination of staff to meet district compliance requirements.
3. Monitor and track data to ensure proper compliance efforts.
4. Track staff deployment and ensure appropriate campus support.
5. Assess training needs and coordinate/provide training to evaluation staff.
6. Coordinate, implement and provide supervision to Licensed Specialist in School Psychology and new staff.
7. Coordinate meetings with evaluation staff.
8. Ability to interpret evaluation data to assist staff with appropriate student identification.
9. Provide support to evaluation staff on the selection and administration of assessments to evaluate the intellectual, emotional and behavioral functioning of students.
10. Administer evaluations and attend ARD meetings when needed.
11. Maintain a positive and effective relationship with supervisors.
12. Effectively communicate with colleagues, students, parents, and supervisor respecting organizational protocol.

Assigned Duties

13. Perform such other duties and assume such other responsibilities as may, from time to time, be assigned.

Supervisory Responsibilities:

None.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.