

MANAGEMENT JOB DESCRIPTION

ADMINISTRATIVE DISTRICT PSYCHOLOGIST

JOB SUMMARY:

Under the direct supervision of the Executive Director of Special Education and Instruction or designee, supports building capacity of cohorts of school psychologist by providing training, Individuals with Disabilities Education Act (IDEA) compliance guidance, mentorship, and assessment support. Works collaboratively with other professionals in Special Education and Pupil Services Department and other departments across the District. The Administrative District Psychologist is responsible for parent support, student placements, caseload management support and review, professional development, commitment to teamwork, School Psychologist supervision, and day-to-day compliance with federal and state law pertaining to special education.

ESSENTIAL JOB FUNCTIONS:

- Supervises and evaluates School Psychologists and Lead School Psychologists as assigned.
- Acts as communication liaison between School Psychologists and Lead School Psychologists and Instructional Leadership Team (ILT).
- Oversees and provides guidance and support a cohort of School Psychologists assigned to them by the Executive Director of Special Education and Instruction or designee.
- Assists school psychologist with data analysis related to student eligibility criteria and least restrictive environment (LRE).
- Supports the administrative designee and IEP Teams in facilitating Individualized Education Program (IEP) team meetings, as assigned.
- Supervises, hires, and assigns interns working with students and staff.
- Assists special education personnel in coordinating special education and related services in students' IEP.
- Conducts student intakes from referral agencies.
- Oversees preschool assessment teams and assigns students to assessment teams.
- Reviews and recommends necessary updates to assessment tool kits for school sites throughout the District.
- Supervises and evaluates classified staff, as assigned.
- Directs the work of classified and certificated special education staff, as appropriate.
- Oversees and manages District programs, as assigned.
- Serves in a leadership role in conflict resolution matters.
- Provides specialized workshops, training and/or consultive services to other psychologists, parents, and District staff.
- Assists school psychologists in planning, implementing, and assessing effective educational programs.
- Serves as committees for the purpose of formulating District policies.
- Attends meetings, conferences, and professional development trainings.
- Provides leadership role for school staff regarding Special Education updates, laws, procedures, and legal requirements.
- Drafts and contributes to updating handbook for School Psychologists regarding Special

Education updates, law procedures, and legal requirements.

- Develops and provides quality professional development activities for District staff related to curriculum, special education laws, assessment, instructional methodology, and specific disabilities.
- Interfaces with community agencies to collaborate for student success.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credential:**

General Pupil Personnel Services with the authorization to serve as a Psychologist or Standard Designated Services in Pupil Personnel with the Psychologist authorization; Ryan Act Services, School Psychologist authorization required.

Administrative Services Credential required (or enrolled in accredited program to be completed within one year of date of hire into Administrative District Psychologist position)

- **Education:**

Master's degree including all courses needed to meet credential requirements.

- **Experience:**

Five years as a successful school psychologist. Advanced work in clinical psychology beyond the level of work required for credential is desirable. Knowledge of Special Education federal and state laws and regulations. Successful experience in working with parents of special needs students.

- **Personal Qualities:**

Ability to plan, organize, coordinate, and prepare clear, accurate, and timely written and oral reports; provide technical expertise to others regarding innovative educational leadership; interpret, apply, and explain legal and procedural requirements; establish and maintain effective and cooperative working relationships with others; communicate and interact effectively and professionally under pressure; and analyze situations and adopt effective courses of action.

Management Salary Schedule: Range H

BOARD APPROVED: 12/15/20

REVISION DATES: