

JOB DESCRIPTION

JOB TITLE: *Director of Psychological Services (9752)*

Job Summary:

Under the direction of the Assistant Superintendent, Special Services/SELPA Administrator, the Director of Psychological Services will plan, organize, control and direct the operations and activities of the School Psychologists, coordinate and supervise all aspects of psychological services for the School District, including general education and special education students, assist with highly complex, managerial and strategic work and is responsible for administering and coordinating the development and implementation of services in compliance with all Federal and State rules and regulations.

Essential Job Functions:

- ▶ Assists in the direction and management of psychological policies to promote and facilitate the accomplishment of School District goals and objectives.
- ▶ Assists in the development, evaluation and implementation of policies and procedures.
- ▶ Ensures all appropriate measures are in effect for all services.
- ▶ Identifies organizational strategies to promote effective use of district resources.
- ▶ Establishes effective liaison and when necessary inter-agency agreements with other local educational agencies, community services and State Department of Education to coordinate necessary programs and services.
- ▶ Directs, supervises, recruits, trains and evaluates psychological services staff through consultation, case reviews, staff development, site visits, etc.
- ▶ Serves as a district wide resource for schools in developing and implementing psychological services to students; advises and assists Principals, department heads, district management regarding social and emotional concerns; provides consultation and advisement to psychologists, administrators, parents, and other staff regarding individual cases as well as general and specialized psychological services throughout the district.
- ▶ Directs on going staff development and in-service training for psychologists as well as to parents, general education staff, community groups, and administrators in the areas of learning, child development, and behavioral management upon request.
- ▶ Works with special and regular education staff, administrators, parents, community and advisory groups to establish district wide psychological service needs; coordinates and collaborates with Special Education Program Specialists and Administrators to resolve special education issues; collaborates with school personnel and families in meeting individual student needs and district wide goals.
- ▶ Serves on committees related to at-risk interventions, emotional wellness, student suspensions, substance and child abuse, parental involvement, crisis intervention, etc.
- ▶ Facilitates coordination, communication, and consultation with mental health and other community counseling and therapy resource providers.
- ▶ Interprets and maintains current resource information of legal requirements governing assessment, intervention, counseling, triage and other psychological services.
- ▶ Interprets the objectives and programs of the psychological services department to the administration, the staff, the public, and the board, as requested by the SELPA Director.
- ▶ Provides equipment and resources necessary for the delivery of quality psychological services and establishes procedures for staff requisitioning of needed supplies.
- ▶ Supervises and provides counseling and/or counseling resources for individual and groups of students, parents and educational staff; provides assistance and direct service in dispute resolution procedures including conflict resolution, mediation, due process and fair hearing procedures.
- ▶ Facilitates coordination, communication, and consultation with mental health and other community counseling and therapy resource providers; interfaces with local institutions of higher education involved in the training of providers of psychological and counseling services.
- ▶ Supervises and provides for individual evaluation, diagnosis and interventions for learning, behavior and/or adjustment problems.
- ▶ Directs psychological resources and services for district wide crisis intervention aftermath; promotes and facilitate district wide suicide intervention training for classified, certificated and management staff as well as interested parents and community members.
- ▶ Supervises the implementation of the emotionally disturbed program.
- ▶ Supervises assessment and reviews procedures related to eligible pupils in special education classes.

- ▶ Assists in developing plans for physical facilities by making recommendations on design, furnishings and equipment for at-risk student support services, psychological services and programs for students with emotional and/or behavioral disabilities.
- ▶ Assists in preparing and supervising staff for Medi-Cal and state licensure as needed for financial reimbursement.
- ▶ Compiles, maintains and files reports and records legally required or administratively useful; collects data and prepares reports necessary for receipt of state and/or federal funds.
- ▶ Performs other duties as assigned by the SELPA Director and Superintendent.
- ▶ Serves as countywide Homeless Education and McKinney-Vento Coordinator.
- ▶ Supervises Foster Youth Coordinator and Foster Youth Services Coordinating Program Plan Implementation as outlined by AB854.

Skills, Knowledge and/or Abilities Required:

- Assessment instruments;
- Behavioral management;
- Consultation;
- Conflict resolution;
- Crisis management
- Response to Intervention (Rtl) and school-wide Rtl implementation including progress monitoring and analysis of data;
- Counseling approaches;
- Special education laws, policies and regulation;
- McKinney-Vento Act
- Foster Youth AB480 Rights
- Interpret special education laws, policies and regulations;
- Demonstrate professional values and articulate the role of school psychology as a transdisciplinary team member within the education setting;
- Identify problems and propose solutions; and
- Communicate effectively, orally, and in writing.
- Supervise and evaluate personnel;
- Effectively and creatively problem solve at both micro and macro levels;
- Model, instill and maintain enthusiasm and productivity in staff;
- Implement district goals and apply district philosophy;
- Establish and maintain effective relationships with staff, administrators, departments, parents, students, and community agencies;

Experience/Education Required:

- ▶ Masters of Arts or Science Degree required.
- ▶ Five years of School Psychology experience working at different grade levels (K-12)
- ▶ Two (2) years experience in supervision of Special Education programs (i.e., Emotionally Disturbed Special Day Class).

Licenses, Certifications, Bonding, and/or Testing Required:

- ▶ Pupil Personnel Credential authorizing School Psychology;
- ▶ Board Certified Behavior Analyst (BCBA), preferred but not required;
- ▶ Administrative Credential;
- ▶ Valid California Driver's License and proof of automobile insurance; and
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

February 2016

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.