



JOB TITLE	DEPARTMENT	REPORTS TO
Program Specialist for Psychological Services	Student Services	Director, Student Services

<b>Position No:</b> 61410	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> IN12	<b>Date Approved:</b> 7/24/01
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 4/26/05; 03/26/13

JOB GOAL
To assist the Director of Student Services in the provision of school district psychological services.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Master's degree or higher.</li> <li>2. Valid Florida certification in school psychology or Florida State licensure in school psychology or psychology.</li> <li>3. Minimum of three (3) years experience as a school psychologist.</li> <li>4. Clinical educator experience preferred.</li> <li>5. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To assist Director in addressing and revising policies and procedures related to psychological services.</li> <li>2. To assist in development and dissemination of district policies and procedures of psychological services.</li> <li>3. To assist the Professional Development Department in scheduling related inservice for identified district staff.</li> <li>4. To share state initiatives on school psychology with related staff.</li> <li>5. To consult with the Student Support Team in each school for increased effectiveness.</li> <li>6. To assist with recruitment and placement of school psychology interns and staff in the district.</li> <li>7. To assist with adoption and appropriate use of assessment instruments.</li> <li>8. To provide assistance with caseloads of School Psychologists.</li> <li>9. To chair the district's case review process.</li> <li>10. To review/analyze data related to meeting 60 day timelines for evaluations.</li> <li>11. To assist in monitoring compliance and updating Manual for 504 procedures.</li> <li>12. To assist in the development of the Peer Review process.</li> <li>13. To assist in the identification, ordering, cataloging and distribution of supplies and equipment needed for the delivery of psychological services.</li> <li>14. To assist in administering the case-load for contracted or hourly services.</li> <li>15. To perform assigned tasks in a timely and efficient manner.</li> <li>16. To perform assigned tasks with a high standard of quality.</li> <li>17. To perform other work-related duties as assigned by district administration.</li> </ol>

PHYSICAL DEMAND CLASS:
<u>Light</u> : (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.