



**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** LEAD SCHOOL PSYCHOLOGIST: COORDINATOR

**REPORTS TO:** Assistant Director of Special Education

**SITE:** District Office

**CLASSIFICATION:** Certificated

**WORK YEAR:** N/A

**SALARY:** \$8,000

**APPROVED BY THE BOARD OF TRUSTEES:**08/24/2023

**EFFECTIVE DATE:**

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**JOB ESSENTIAL FUNCTIONS:**

1. Manage / Schedule / Plan monthly psychologist meetings
2. Day to day contact for all school psychologists
3. Develop and Lead support for onboarding of new school psychologists
4. Identify opportunities for and process requests for professional learning
5. Coordinate and manage all material/protocol orders for school psychologists including oversight of all digital platforms
6. Collaborate with and report to the Director of special education (or designee) as it pertains to the needs of the school psychologists

**Employment Standards:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- School Psychologist Credential
- Five years or more of experience as school psychologist
- Experience leading teams as it relates to MTSS and UDL implementation
- Knowledge and proficiency effectively integrating technology into work practice
- An understanding of and commitment to *cultural proficiency*
- An understanding of and effective strategies for formative assessment practices
- Experience having led formal professional development/adult learning
- Knowledge and experience using various technology tools and software platforms such as Canvas, Microsoft Office Suite including Excel; Google Docs/Spreadsheets; and Aeries.

**OTHER REQUIREMENTS:**

- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this position description is to provide a representative summary of the major duties

and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws