

**CERTIFICATED JOB DESCRIPTION**

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**LEAD SCHOOL PSYCHOLOGIST**

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**JOB SUMMARY:**

Under the supervision of the Executive Director of Special Education and Instruction or designee, supports building capacity of employees at school sites by providing training to other school psychologists and working collaboratively with other professionals. Provides psychological services to schools including counseling, assessment, and consultation services to assist in meeting the educational, social, and emotional needs of pupils. Provides optimum services for students, staff, and community.

**ESSENTIAL JOB FUNCTIONS:**

- In addition to all job functions of a School Psychologist.
- Oversees and provides guidance and support to a cohort of up to twelve (12) School Psychologists assigned to them by the Executive Director of Special Education and Instruction or designee.
- Assists school principals in planning, implementing, and assessing educational programs and evaluating the comprehensive program of pupil services including guidance and counseling.
- Serves in a leadership role in conflict resolution matters.
- Develops and provides specialized workshops, training and/or consultative services to other psychologists, parents, and District staff on special education topics.
- Assists school principals in planning, implementing, and assessing effective educational programs.
- Assists the school in determining school-wide objectives and identifying school needs to determine long and short-range school plans.
- Supports and facilitates transition Individualized Education Program (IEP) Team meetings for outgoing sixth grade students with receiving high school district.
- Conducts specialized assessments for students throughout the District at the direction of the Executive Director of Special Education and Instruction or designee, including bilingual assessments and special circumstances instructional assistance assessments.
- Oversees and supports Individual Services Programs (ISP) for private school students and acts as liaison between District and parents of private school students.
- Provides leadership in helping school staff effectively respond to school crisis.
- Assists school principals with data analysis related to student achievement.
- Assists school principals in their Whole School Reform effort.
- Consults with and provides professional/technical advice to counselors.
- Provides consultation services to teachers in developing classroom behavior management systems.
- Provides leadership role for school staff regarding Special Education updates, law procedures, and legal requirements.
- Drafts and contributes to updating handbook for School Psychologists regarding Special Education updates, law procedures, and legal requirements.
- Actively participates in faculty meetings, PTA meetings, and/or other community groups with the intent to better the performance of pupils.

- Interfaces with community agencies to collaborate for student success.
- Assists school staff in interpreting and determining specific growth targets based on Multiple Measures, as well as working closely with staff for improvement in these areas.
- Performs other duties as assigned (e.g., serving as a member of local, state, and/or national committees).

**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.
- **Education:**  
Master's degree including all courses needed to meet credential requirements.
- **Experience:**  
Successful classroom teaching and counseling experience is desirable. Advanced work in clinical psychology beyond the level of work required for credential is desirable.
- **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.

*Certificated Psychologist Salary Schedule*

BOARD APPROVED: 10/18/05

REVISION DATES: 12/15/20