



## Carlynton School District Job Description

**Position:** Director of Student Services and District Psychologist  
**Reports to:** Assistant Superintendent  
**FSLA Status:** Exempt  
**Employment:** Full Time – Administrator  
**Supervises:** School Psychologists, AHN Chill Program Employees, Student Services Staff

### Qualifications:

- **Education:** Master's degree in Child or School Psychology, or a related field.
- **Certification:** Valid Pennsylvania Certification required.
- **Experience:** Minimum of 5 years of successful school psychologist experience required, with demonstrated leadership abilities.
- **Knowledge:** Comprehensive knowledge of psychological evaluations, student services programs, and crisis intervention strategies and programs. Familiarity with Pennsylvania's Educator Effectiveness System and the Framework for Leadership.
- **Skills:** Strong organizational, communication, and leadership skills. Ability to effectively manage people, time, and resources. Demonstrated ability to foster a positive school climate and culture.
- **Commitment:** Commitment to high academic and behavioral expectations for all students. Belief in the importance of equity, inclusion, and cultural responsiveness in education.

### Director of Student Services and District Psychologist Position Summary:

The Director of Student Services and District Psychologist provides leadership, coordination, and supervision of district-wide student services and mental health programs. This role ensures the delivery of high-quality psychological services, oversight of student support programs, compliance with state and federal mandates, and the promotion of a safe, inclusive, and supportive learning environment.

### Essential Roles and Responsibilities:

#### I. Student Services – Mental Health

- a. Oversees the district's partnership with AHN Chill Project.
- b. Oversees the district's SAP program. Communicates with the district's assigned SAP liaison and assists in developing SAP programming.
  - i. Assists in the facilitation of pre-referral intervention services to ensure least restrictive practices, quality interventions, and screening data.

- ii. Remains knowledgeable about and provides leadership for student referrals and cases, and acts as an advisor to the Student Assistance program and Response to Instruction and Intervention.
- c. Support family-school partnerships through parent education, training, and resource referral.
- d. Collaborate with community mental health and social service agencies to facilitate student access to external supports.
- e. Promote strategies to support positive student behavior and mental health practices.
- f. Promote trauma-informed practices and provide staff training on mental health and behavioral supports.
- g. Oversees the district's Suicide Prevention Program. Trains staff on risk assessments and the district's suicide policy and procedure.
- h. Develops positive interpersonal relationships between members of the pupil personnel services team, social restoration specialists and external referral agencies, community and neighborhood organizations, and individuals involved in the student's home-life, to facilitate optimal schooling opportunity and personal development of the pupil.

## **II. Psychological Services**

- a. Provides supervision and assists the building principal in evaluating the school psychologists.
- b. Conduct and interpret psychological and academic assessments to support student learning and special education eligibility under Chapters 14, 15, and 16 of the PA Code.
- c. Provide risk and threat assessments, crisis intervention, and behavioral consultation.
- d. Assist in the development of appropriate interventions, behavior plans, and instructional strategies.
- e. Participate in multidisciplinary evaluations and IEP team meetings to determine appropriate educational placements and supports.

## **III. Chapter 15/ 504 Plan Supervision**

- a. Coordinates and supervises the development of Chapter 15/504 Service Agreements. Oversees and monitors compliance with state and federal mandates.
- b. Provides professional development for 504 accommodations as needed.

## **IV. School Counseling Program Supervision**

- a. Coordinates K-12 guidance services, and oversees the district K-12 School Counseling 339 Plan.
- b. Oversees the district's Anti-Bullying programming and interventions.
- c. Oversees the district's drug and alcohol awareness program. Holds Safe & Drug Free Program/Final Expenditure Report.
- d. Works with career program planning, organization, implementation, administration, and evaluation.
- e. Coordinates student work-based learning programs in which students meet specific academic and work experience requirements.

**V. Health Services**

- a. Collaborates with building level principals to supervise nursing staff including certified and non-certified registered nurses.
- b. Supervise the district's nursing program and ensure the district is in compliance with all state and federal mandates.
- c. Oversees the completion of annual state reporting requirements for health services (i.e. SHARRS reporting)
- d. Provide financial oversight for the K-12 health services budgeting and expenditures.

**VI. Social Work Services**

- a. Serves as the district's administrative point of contact for:
  - i. Foster students
  - ii. Homeless students
  - iii. Unaccompanied youth
- b. Ensure the district is meeting the needs of students in foster care and collaborate with local and state agencies in collaboration with the district social worker.
- c. Ensure the district is meeting the needs of students who are homeless and unaccompanied and ensure the district is in compliance with the McKinney-Vento Homeless Assistance Act in collaboration with the district social worker.
- d. Oversee and assist in the completion of all state and federal reporting for foster, homeless and unaccompanied youth.

**VII. Student Educational Services**

- a. Coordinates the District's alternative education program.
- b. Coordinates the District's Homebound education program.
- c. Coordinates the District's homeschool education program.
- d. Coordinates the District's hospitalized student education program.

## **VIII. General Administrative Responsibilities**

- a. Assists in supervision and hiring of professional staff along with other District administrators; observes teachers and instructional/non-instructional support staff.
- b. In collaboration with the Director of Special Education, represents the District as LEA at Interagency Team Child and Adolescent Service System Program (CASSP) meetings.
- c. Develops the Student Services Department Budget with the Assistant Superintendent and is the assigned budget controller to authorize disbursement of funds.
- d. Participates as a member of the Administrative (ALT, PLT, and ELT) meetings
- e. Interviews prospective administrative and professional candidates and reviews personnel applications.
- f. Authors and prepares technical documents regarding the operation of Student Services Department and Board Policy and Administrative Bulletins that pertain to Student Services procedures.
- g. Oversees the enhancement of Student Services information on the District Website and through other venues to better inform parents/guardians regarding educational programs and services.
- h. Convenes regular meetings that will involve appropriate educators to ensure across-the-board communication and collaboration between and among all administrators, counselors, nurses, school psychologists, mental health agency representatives, etc.
- i. Performs any other task assigned by the Superintendent or designee.

### **Reports To:**

- Assistant Superintendent

### **Position Requirements:**

### **Work Performance:**

- Acknowledges individuals' requests and handles them in a friendly and courteous manner. Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Keeps District business confidential.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to organize office setting to efficiently accomplish tasks.
- Ability to multitask.

**Temperament:**

- Ability to work as a leader, coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.
- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

**Personal Skills:**

- Plans and prioritizes assignments effectively.
- Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor

**Technical Skills:**

- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Has working knowledge of office equipment.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications. Basic Excel: working with multiple sheets in a workbook, basic formulas, etc.
- Using as a data source for mail merges.

- Working with Microsoft Word documents: tables, fill-in forms, protecting documents, graphics, brochures, fliers, certificates, etc.
- Working with desktop publishing tools to create various documents.

**Physical Demands:**

- Occasional traversing throughout school building.
- Often sitting for extended periods.
- Standing for periods of time.
- Moderate lifting from 15-30 pounds.
- Some moving of various items - up to 30 pounds.
- Manual dexterity to use office equipment.
- Repetitive operation of computer keyboard.

**Work Environment:**

- Generally, office setting year-round.

**Driver's License:**

- Must have a valid PA driver's license.

**Clearances:**

- Every employee must submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 of 2011, Act 34 (Criminal Record Check), Act 151 (Child Abuse History Check), FBI (Federal Bureau of Investigation) Criminal History Check, Act 126 (Part I) Recognizing Child Abuse and Mandated Reporter Training, and Act 126 (Part II) Professional Ethics & Educator Discipline Act.
- As per Act 15 of 2015, all clearances must be renewed every five (5) years. Also, as of December 22, 2014, Act 168 of 2014 requires all newly hired employees to provide the District with the Sexual Misconduct/Abuse Disclosure Release Form for all former employers in which they had direct contact with children and any current employer/s. The District may not hire any applicant for a position until the employment history review process has been completed.

**Terms of Employment:**

- 12-month work year. Salary and benefits per the Act 93 Agreement.

**Evaluation:**

- Performance will be evaluated by the Assistant Superintendent on the basis of this job description at least once annually. This job description is subject to change as determined by the Superintendent.
- Approved by Administration and provided to the Board of School Directors **October 2025**.