

Columbia Public Schools

Excellence in Education for All Students

Job Description

POSITION PROPERTIES

Position Title: Coordinator of Psychological Services
Schedule / Grade: Special Services Process Coordinator II
Job Code: 01COORD317
FLSA: Exempt
Calendar: PROC CD II 210 days
Benefits: Eligible (Retirees not Eligible)
Contract Type: ADMIN
Bargaining Unit: None
Revised Date: 09/30/2026

PURPOSE

The Coordinator of Psychological Services fosters an environment of continuous growth, equity, and student-centered practice by supporting and supervising the district's School Psychologists, Psychological Examiners, Educational Diagnosticians, and Special Services Social Workers. Balancing administrative leadership with strategic systems consultation, this role promotes the use of evidence-based practices and data-based decision-making to drive student outcomes.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Supervise School Psychologists, Psychological Examiners, Educational Diagnosticians, and Social Workers for Special Education including performance evaluations, recruitment/hiring, annual position assignments, professional development, collaboration, budgeting, and case reviews.
- Oversee the special education evaluation process to ensure best practices and compliance including coordination of Independent Educational Evaluations (IEEs).
- Collaborate with School Counseling, Student Support, Assessment, Intervention, and Data, and other departments for continuous improvement of the district's Multi-Tiered Systems of Support.
- Assist with creation/revision of policies and procedures associated with mental health and partner with related community agencies.
- Participate in departmental leadership meetings and professional growth activities.

- Incorporate the vision and goals of the special services department into practice.

Perform other duties as necessary to support the mission and vision of Columbia Public School District.

DISTRICT EXPECTATIONS

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>.

REPORTING RELATIONSHIPS

Reports To: Executive Director of Special Services

Supervises: School Psychologists, Psychological Examiners, Educational Diagnosticians, and Special Services Social Workers

QUALIFICATIONS

Minimum: Specialist in school psychology or related field; Missouri certificate for K-12 school psychologist; Knowledge of psychoeducational evaluations, multi-tiered systems of support, and mental health service delivery in the public school system.

Preferred: Specialist or doctoral degree in school psychology or related field; Missouri certificate for K-12 school psychologist; Evidence of successful leadership skills; Supervisory experience; Extensive knowledge of psychoeducational evaluations, multi-tiered systems of support, and mental health service delivery in the public school system.

Ideal: Doctoral degree in school psychology or related field; Missouri certificate for K-12 school psychologist; Evidence of successful leadership skills; Supervisory experience; Advanced expertise in psychoeducational evaluations, multi-tiered systems of support, and mental health service delivery in the public school system.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ADA REQUIREMENTS

Language: Read and interpret documents; Write routine reports; Communicate instructions to employees; Present information to staff and administrators; Respond appropriately to

questions; Keep information confidential as required by law, policy, or the nature of a particular situation.

Computation: Apply concepts such as fractions, percentages, ratios and proportions to practical situations; Work with mathematical concepts, such as probability and statistical inference, and analyze data; Demonstrate the analytical skills necessary to resolve complex situations.

Reasoning: Solve a variety of problems in many different situations; Interpret instructions presented in written, oral, diagram or schedule form; Demonstrate executive functions such as planning, organizing, remembering, and regulating information; Receive and resolve complaints; Define problems, collect data, establish facts and draw valid conclusions; Demonstrate a high degree of accuracy, confidentiality, timeliness, and logic.

Technology: Demonstrate strong computer skills including word processing and working with spreadsheets and databases; understand and submit online reports; Learn new systems and software.

Physical: Requires sedentary work involving standing or walking for brief periods, lifting up to 10 pounds on a regular basis, and considerable dexterity in operating office equipment; Consistent and regular attendance is an essential function of this position.

Sensory: This position requires normal visual acuity and field of vision, hearing and speaking.

Other Skills: Demonstrate strong interpersonal and non-verbal communication skills; Demonstrate strong written and oral communication skills; manage multiple tasks simultaneously; Maintain collegial working relationships with staff.

Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.

Equal Opportunity Employer