



NEW: Submitted:
07/01/2020 04/21/2020

JOB TITLE:	LEAD PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4131
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The Lead Psychologist shall direct the operations and services of ECE Assessment and the delivery of services for students' emotional, behavioral and learning needs; assist in the integration of special education services with the general education curriculum; and provide expertise to administrators on student and personnel issues. Ensures compliance with IDEA, KAR for Exceptional Children, and Section 504 of the Rehabilitation Act of 1973 as related to finding, identifying, and supporting all children with disabilities.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership, supervision and supports the professional development of ECE Assessment staff
- Provides leadership, supervision and management for psychological services and the ECE assessment process
- Facilitates the timely referral and evaluation of students enrolled and not enrolled in the District, for eligibility related to special education services in compliance with IDEA Child Find regulations
- Complies with all state mandated timelines
- Provides leadership and collaboration for December 1 Child Count in compliance with state and federal regulations
- Acts as a consultant to school and District staff on issues related but not limited to the ECE referral process, Child Find, ECE eligibility, and school psychological services
- Provides leadership, consultation, training and organization for District-level crisis response
- Collaborates with community work groups regarding mental health and psychological services
- Maintains communication and works closely with District staff, local school staff and the community regarding information, developments and implementation of project, program or activity
- Prepares and/or assists in preparation or reports, records and other documentation as required for state and federal compliance
- Accumulates and researches data, documents, and other pertinent information as required
- Assures compliance with federal, state and District policy, administrative procedures and negotiated agreements as applicable to assignment
- Collaborates with District departments and work groups to support student achievement
- Provides professional development and training for District and school staff on topics to support student achievement and success
- Assists in preparation for Due Process proceedings
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Promotes professional growth and evaluates staff as assigned
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

EPSB Standard Certification for School Psychologist

Certification for Director of Special Education or Safe Crisis Management

Three (3) years of psychoeducational consultation and assessment

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace