



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	LEAD PSYCHOLOGIST
DIVISION	EXCEPTIONAL CHILD EDUCATION
SALARY SCHEDULE/GRADE:	IV, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4131
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Provides leadership to coordination of a project, program or activity routinely affecting more than one major unit or department; involves diversified but generally standardized choice of action defined by a wide range of established rules and procedures; decisions routinely and generally have short-term impact; contact outside the unit requires judgment to modify conditions and resolve misunderstandings; refers unusual matters to supervisor.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and management for psychological services and the ECE assessment process

Ensures all evaluations are completed within state mandated timelines

Provides leadership in managing the December 1 Child Count and Child Find activities

Provides consultation to schools and departments on ECE issues

Provides leadership and consultation to district mental health supports and 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

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

Provides training for staff on ECE issues

Assists in preparation for Due Process proceedings

Completes all trainings and other compliance requirements as assigned by the designated deadline

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. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification for School Psychologist

Three (3) years of psychoeducational consultation and assessment

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky Certification for School Psychologist and Administration or Supervision (Principal Certification)

Experience in a diverse workplace