

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### PROGRAM SPECIALIST, School Psychology Services

#### QUALIFICATIONS

- Master's Degree or higher required. Degree major in School Psychology preferred.
- Florida Department of Education certification in School Psychology.
- Florida Department of Education certification in Administration/Supervision or Educational Leadership OR three (3) years of successful administrative experience.
- Three (3) years of successful teaching experience in Exceptional Student Education or Student Services.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable laws, rules, policies, and procedures, as they relate to School Psychology.
- Knowledge of basic computer software and hardware.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Skill in problem solving.
- Skill in reading, interpreting, and applying information in technical manuals and other documents.
- Effective skills in oral and written communications.
- Ability to plan, organize, and prioritize, analyze, interpret, and use data in decision-making.
- Ability to communicate and work cooperatively with others.
- Ability to interpret policy and law.
- Ability to provide leadership to assigned personnel and train others.
- Ability to coordinate and manage personnel, programs, curriculum, and staff development.
- Ability to obtain and maintain certification in SCPS-approved crisis management and physical intervention training.
- Ability to develop and maintain collaborative relationships with school personnel, students, and parents.

#### SUPERVISION

**REPORTS TO** Executive Director of Exceptional Student Support Services and/or Designee  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

***To support instructional, non-instructional, and administrative personnel in the acquisition and maintenance of optimal learning outcomes for all students by utilizing skills in problem solving, on-going progress monitoring, data collection and data analysis, curriculum-based evaluation, academic/social/emotional/behavioral intervention, psycho educational assessment, consultation and collaboration, program evaluation, staff training, and crisis management.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist administrators with recruitment and screening of Exceptional Student Education teachers and support services personnel.
2. \*Develop, maintain, and monitor a tracking system for Exceptional Student Education referrals.
3. \*Provide, upon request, consultations to Student Services staff on individual cases.
4. \*Assist in development of policies and procedures in accordance with local, state, and federal mandates, as related to school psychology.
5. \*Coordinate the efforts of school psychologists in the department.
6. \*Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.

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7. \*Responsible for self-development and keeping up to date on current research, trends, and best practices relevant to school psychology.
8. \*Monitor new school psychologists.
9. \*Plan and conduct meetings and chair/participate in ad hoc committees, as directed by the Executive Director of Exceptional Student Support Services.
10. \*Provide appropriate professional development to meet the specific needs of services within the department.
11. \*Assist in development and implementation of the District's goals and strategic commitments.
12. Perform other duties as assigned by the Executive Director of Exceptional Student Support Services.

*\*Denotes essential job function/ADA*

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.

## WORKING CONDITIONS

**Indoors** The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

## TERMS OF EMPLOYMENT

<b>PAY GRADE</b> AO-07-E <b>\$73,025 - \$111,912</b> District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	<b>POSITION CODES</b> PeopleSoft Position TBD Personnel Category 12 EEO-5 Line 43 Function 6100 Job Code 1359 Survey Code 61410	<b>FLSA</b> <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable  ADA Information Provided by Position Description Prepared by	<b>BOARD APPROVED</b> February 27, 2018  Previous Board Approval  Michelle Walsh Michelle Walsh
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