



Job Title: **Lead School Psychologist**

Department: Special Education
Reports To: Executive Director of Special Education
Number of Days: 193
Grade: Teachers' Salary Schedule plus Stipend
Security Access: Mason Education Service Center
Current Date: March 2, 2017
Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: Ensures that school psychology services provided within the District are delivered in an efficient and effective manner. Leadership and training of School Psychologists/Psychometricians to function as members of a multidisciplinary staffing team within respective schools. Implementation, monitoring and training related to IDEA and Oklahoma Department of Education policies and procedures. Daily supervision, technical assistance and annual performance evaluations of School Psychologists/Psychometricians. Provision of oversight in the selection, maintenance and inventory control of assessment kits and

protocols used in comprehensive of assessment of children. Implement and maintain a design to provide counseling to students whose IEP's indicate the need for group or individual counseling. Provide technical assistance to school psychologist/psychometricians on topics related to psycho educational assessment, placement, and educational intervention. Completes monthly status reports of services provided by school psychologist. Provides technical assistance to area special education coordinators to ensure that services provided within the District are of the highest quality and delivered in an efficient and effective manner. Organizes and delivers a monthly schedule of staff development training specifically designed for school psychology staff. Routinely audits psychological evaluations on a random basis to ensure quality standards are being met. Fills in for school psychologist or psychometrician during extended absences to meet the needs of students.

Minimum Qualifications:

- Masters' Degree with Certification in School Psychology.
- Five years minimum experience in the field.
- Oklahoma teacher certification

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- The Lead School Psychologist is responsible for the day-to-day supervision of assigned School Psychologists/Psychometrics.
- Responsible for the annual evaluation of School Psychology/Psychometry Staff consistent with the district evaluation model.
- Responsible for compiling quarterly and annual data reports of status of referrals and assessments.
- Provides technical assistance and supervision of School Psychologists/Psychometrics as they perform assigned Child Study Team responsibilities.
- Ensures that assigned staff follow established procedures for submitting Medicaid billing requirements.
- Responsible for ensuring that all assessment kits and protocols are current, valid and reliable to meet the identified assessment needs of the District.
- Attend District, Department, Staff, Professional and Interagency Meetings when required.
- Serve as the Designated District Child Find Representative.
- Fill in when needed to provide psychology services for a building in the event of an absence.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Able to effectively communicate with staff; develop and train professional development opportunities to assure building School Psychologists are current with federal, state, and district policies and guidelines.
- Manage a budget and stay within budgetary guidelines.

Supervisory Responsibility:

- Ensure all district school sites receive adequate services; supervise building School Psychologists; provide support and services to School Psychology/Psychometry Staff.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Ensure that all school sites provide adequate space with a safe and secure work place in a room free from distraction to provide services to students.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.