



Job Title: School Psychology Team Specialist

Department: Special Education
Reports To: Lead Psychologist
Grade: Teachers' Salary Schedule
Number of Days: Teachers' Schedule + 17 Days
Security Access: None
Current Date: February 26, 2014
Overtime Status: Exempt

Job Objectives: Provide expertise and support in collaborating with teams when making eligibility determinations, programming decisions and special education supports. Team Specialists would serve as a "link" to various Special Education Administrators. Services will be provided in a variety of school settings ranging from preschool to high school.

Minimum Qualifications:

- Master's Degree in School Psychology or a related field.
- State or National certification as a service provider in the area of School Psychology.
- A minimum of three years' experience in area of Specialization.

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.

- Research and update School Psychology district practices (intervention and assessment) in the area of Specialization.
- Annually update School Psychology District Procedures.
- Provide District-Wide Training in the area of Specialization to support improved progress for special education children and pre-referral intervention supports.
- Serve on a Weekly Case Review Committee utilized by the School Psychology and Special Education Staff.
- Monitor eligibility compliance for state and federal Special Education requirement timelines.
- Assist other School Psychologists as needed.
- Collaborate with school staff, parents and outside agencies to assure students with disabilities are being provided appropriate special education programming.

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

- Possess the skills and abilities of a School Psychologist as indicated by School Psychology Job Description.

- Ability to efficiently multi-task and serve assigned site(s), school(s) or program(s) and fulfill the extended duties of a Team Specialist.
- Ability to design and present staff training using PowerPoint.
- Possess the skills to utilize an iPad to update the School Psychology manual.
- Possess the skills to utilize and train new tools on the iPad for School Psychologists.
- Effective oral communication skills to present trainings to groups of individuals.
- Ability to integrate federal guidelines and district policies and procedures in making eligibility determinations.
- The ability to utilize technology to research updated assessment and practices in School Psychology.
- The ability to maintain an efficient schedule in order to participate in a weekly Case Review Committee.
- The ability to collaboratively determine assessment, eligibility and programming needs of children.

Supervisory Responsibility: None

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

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