



POSITION DESCRIPTION

JOB TITLE: COORDINATOR – SCHOOL PSYCHOLOGY SERVICE Job Class: 1900		
DATE	DEPARTMENT OR SCHOOL Special Services	DIVISION Special Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Manages, coordinates and develops staff and services delivered by related service staff in relation to the IEP process, 504 and regular education services. Relates to other departments and schools regarding district-wide and individual school concerns. Provides information to parents and community members regarding available services.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Develops an appropriate budget and strategic plan that enables the office to effectively complete assigned duties. Monitors expenditures, contracts and other monetary obligations of the Office.
2. Supports funding initiatives from outside of the district to ensure services can be delivered. Ensures decisions regarding staff, technology and purchases are made with fiscal responsibility, in order to meet the needs of the students served.
3. Develops staff assignments by analyzing and determining the needs of the schools and students. Monitors and makes adjustments as necessary due to shifting enrollment and staff movement. Transfers/reassigns staff based on needs. Communicates changes to SELLS and all necessary departments, including HR, Finance, Leadership and payroll.
4. Coordinates, monitors and provides training to ensure staff compliance with IDEA, 504/ADA, Mandated Reporting Statutes, HIPAA, FERPA, Medicaid and regulations pertaining to the Nurse Practice Act.
5. Works collaboratively with principals, school staff and other administrators regarding the provision of services. Provides expertise, guidance and assistance in resolving educational problems and concerns surrounding special and regular education services.
6. Directs and supervises the District Problem Solving Initiative, including budget development, staff supervision and evaluation and direction setting. Collaborates both within and outside of the district, sharing knowledge of national trends and making recommendations for improved service.

7. Assists in the recruiting and hiring of a diverse staff. Identifies and implements performance plans to include goals, strengths and areas for development for staff members. Documents observations and otherwise monitors performance. Initiates performance improvement plans and/or discipline process with staff as necessary. Shares supervisory acumen with other supervisors.
8. Develops, modifies and promotes the Superintendent's Health Services initiative, working with corporate partners, community agencies and the city. Develops models to apply to each participating school and their identified partner to ensure progress is attained according to performance indicators.
9. Directs and supervises the district Violence Prevention Program.
10. Keeps abreast of new developments in the fields of psychology and allied health through seminars, attendance at conferences and published literature.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.