



POSITION DESCRIPTION

JOB TITLE: Psychological Services Supervisor Job Class:		
DATE	DEPARTMENT OR SCHOOL	DIVISION Special Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Supervises, monitors, evaluates and provides provisional support to over 130 school psychologists in Milwaukee Public Schools (MPS). Assists with problem solving and mediation of conflicts that concern psychologists in the schools and locates informational resources for psychologists. Assists in planning professional development meetings and deploys psychologists to manage crisis situations that occur in MPS.</p>		

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. Provides daily mentoring and support to building based psychologists. Monitors and evaluates the service delivery of school psychologists.
2. Provides on-going information and clarification for psychologists regarding assessment, therapy and Individual Education Plan (IEP) preparation.
3. Observes and interviews psychologists in order to prepare evaluations, as outlined in labor contracts. Meets with the psychologist and other appropriate staff to review the evaluation. If areas of concern are identified, works with the psychologist to ensure proper resources are available.
4. Prepares professional development materials for psychologists. Plans monthly staff meetings and Professional Development Team meetings. Determines topics of interest for the school year.
5. Coordinates assignment of bi-lingual psychologists to take part in the assessment of bi-lingual students for IEP teams.
6. Monitors compliance of psychologists to the IEP plans, and service delivery plans that coordinate with the educational philosophy of MPS. Ensures adherence to all local, state, federal laws and regulations and to MPS Board policies and procedures.
7. Oversees the assignment of psychometric assistants in the schools to conduct appropriate testing of students.

8. Reviews and approves orders for assessment and therapy materials for school psychologists.
9. Provides and coordinates Crisis Team coverage to schools as necessary.
10. Attends seminars, conferences and meetings to increase knowledge of current trends in psychology and psychological services. Serves as a resource to staff on new policies, procedures and best practices.
11. Performs other duties as assigned.

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

General supervision on an as needed basis.

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.

Responsible for ensuring the quality performance of approximately 130+ school psychologists and 5 – 6 psychometric assistants. Oversees the clerical staff assigned to psychology department.

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.)

A Master's degree in Educational or School Psychology and designation as an Education Specialist is necessary. A doctorate in Psychology is preferred. Certification as a Director of Pupil Services (#80) and School Psychologist (#62) are required. Must maintain licensure with appropriate education credits.

Experience Requirements

Five years of successful experience as a practicing school psychologist or as a psychologist working with children is required.

Knowledge, Skills, and Abilities

Strong oral and written communication and diagnostic skills are required. Knowledge of legislation, standards, policies and procedures within the specialty area is required. Must be able to prepare diagnostic and evaluative reports as necessary. Must be able to interact with school staff, administrators, diagnostic teachers and other Special Education staff as necessary to prepare appropriate materials for each student. Knowledge of the legal mandates of IDEA, ADA, section 504 and other applicable laws is required. Must have knowledge of service delivery procedures. The incumbent should have the ability to lead and train staff and develop performance management goals and plans. The ability to analyze budgetary expenditures and adhere to a final budget is required. Trouble-shooting, problem resolution and multi-tasking skills are necessary. Must be able to work effectively with diverse groups. Knowledge of local agencies that provide psychological services is desired.

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

The position requires travel around the city of Milwaukee and the incumbent must maintain a valid driver's license and have access to a fully-insured car for use on the job.

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.

Light physical effort. Frequent changes in location.

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.