

Mercer County Schools

JOB DESCRIPTION

Job Title: Lead School Psychologist

Reports to: Director of Special Education

Job Class Code:

Work Schedule: 210 days

Pay Scale: see current salary schedule

Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION:

Conduct psychological assessments of students, and serve as the primary evaluator for diagnosis of disability and eligibility determination for students who have been referred for specialized instruction and related services.

REPRESENTATIVE DUTIES:

- Conduct psychological evaluations utilizing a variety of techniques and measures
- Ensure evaluation timelines for school psychologists and educational diagnosticians are met; monitor evaluation logs to ensure content is up to date
- Interpret evaluation results and complete a written integrated, multidisciplinary report of findings, including eligibility components, educational implications, recommendations, classroom/instructional modifications and accommodations, for students referred for specialized instruction and related services.
- Participate in Admissions and Release Committee meetings, as needed, to assist in the referral, evaluation, or re-evaluation process and provide guidance in determining eligibility for special education and related services
- Works with teachers, principals, and central office administration in problem prevention and resolution.
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE OF:

IDEA Regulations and special education policies, programs and procedures related to psychological services; state and federal laws and regulations regarding special education records, due process and service provision.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Master's Degree in School Psychology or equivalent

LICENSES AND OTHER REQUIREMENTS:

Valid KY School Psychologist License

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.