DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

2023-2024 School Year

POSTING DATE: June 20, 2023
CLOSING DATE: June 29, 2023 or until filled
POSITION TITLE: Lead School Psychologist
REPORTS TO: Executive Director of Special Education

PRIMARY FUNCTION: To provide services which will help ensure that each child will function in school as close to his/her potential as possible in the least restrictive environment.

REQUIREMENTS:

● Educational Level: Masters, Education Specialist or Doctorate in School Psychology
● Valid State Certificate: S5, S6 or DD7
● Proficient Skills: Evaluations, Communication, Collaboration, Mediation and Organization

Essential Duties:

1) Demonstrates prompt and regular attendance.
2) Follows professional practices consistent with school and system policies in working with students, students' records, parents, and colleagues.
3) Works collaboratively with PEC Specialist in development of eligibility reports.
4) Maintains testing logs of School Psychologists for the department.
5) Consistently attends scheduled training and due process committee meetings.
6) Collaborates weekly with PEC Specialists in order to coordinate testing and meetings.
7) Selects and administers appropriate assessments in response to referrals for psychological evaluations.
8) Conducts individual psychological assessments within prescribed timelines.
9) Prepares written reports of psychological assessments within prescribed timelines.
10) Completes and communicates written reports/evaluations from psychological assessments by providing results and recommendations in a manner that is through and understood by both professionals and lay persons.
11) Works collaboratively with PEC Specialist to ensure attendance at reevaluation determination meetings. Assists case manager with discussion and completion of reevaluation determination meeting requirements for IEP meetings.
12) Participates in special education committee meetings, as appropriate.
13) Demonstrates knowledge of due process, confidentiality, and other legal enablement or constraints.
14) Serves as an ad hoc member of the Student Support and 504 Plan team. Collaborates with PEC Specialist and SST/RTI Coordinator to ensure PECS or School Psychologist is in attendance at all SST meetings in which an IDEA referral is being recommended.

15) Serves as a member of a School Crisis Assistance Team (SCAT) to provide support to schools in a crisis.

16) Exhibits appropriate interpersonal skills when interacting with parents, students and school personnel.

17) Leads monthly meetings for School Psychologist staff.

18) Determines professional learning needs and provides professional learning for the School Psychologist team.

19) Develops and delivers presentations for departmental staff and other groups as needs are identified.

20) Represents Psychological Services in the district and community.

21) Provides on-going leadership and clinical supervision to psychologists and interns in the development and maintenance of skills that define the profession.

22) Develops and applies departmental procedures and guidelines in response to federal, state and local laws, policies and procedures.

23) Coordinates the interviewing / hiring process of School Psychologist staff including personnel issues and logistics of service delivery.

24) Conducts the annual evaluation of school psychologists and on-going evaluation of service delivery.

25) Participates as a professional member of the system level Special Education Leadership team.

26) Assists with the supervision and evaluation of school Psychology staff, as appropriate.

27) Keeps current on educational research and assists with relaying pertinent findings to staff members and all concerned.

28) Intentionally develops the leadership capacity of all direct reports.

29) Actively and intentionally seeks to improve personal leadership skills through professional reading and participation in professional organizations and conferences.

30) Performs other duties or responsibilities as assigned by the Executive Director of Special Education.

31) Performs other duties as assigned by the supervising administrator.

32) Adequate progress towards Professional Growth Goals/Plan as measured by the Professional Growth Rating Rubric.

**APPLICATION PROCEDURES:**

**External Applicants:** Apply online through TeachGeorgia (www.teachgeorgia.org). Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

**Current Employees:** A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by June 29, 2023.

*The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.*