



Job Title: **School Psychologist Specialist**

Department: **Special Education**

Supervisor: **Director of Special Education**

Lane Placement: **Licensed Salary Schedule**

Schedule: **8 hrs / 242 days** Evaluation Group: **JPAS**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The School Psychologist Specialist consults with school psychologists and coordinates services across the district to facilitate the assurance of quality programs and implementation of reliable and valid assessments.

ESSENTIAL FUNCTIONS

- Coordinates school psychological services across the district.
- Serves as a liaison between the psychologists in the schools and the district administration.
- Stays current of new research and trends.
- Coordinates the planning and scheduling of the Family Education Center.
- Coordinates and conducts professional development.
- Coordinates mentoring of new school psychologists.
- Reviews and orders materials for programs and assessments.
- Facilitates information exchange among the schools and the district office.
- Assists in hiring and placing school psychologists and interns.
- Coordinates the supervision and mentoring of university interns.
- Serves as a liaison between the district and universities.
- Completes other tasks at the direction of the district administration.
- Proven expertise as a practicing school psychologist.
- Knowledgeable about IDEA regulations.
- Superb interpersonal skills.
- Ability to organize and attend to detail.
- Ability to collaborate and mentor.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires a valid Professional Educator License in the State of Utah in the area of school psychology.
- Requires a minimum of three years experience practicing school psychology in the schools.
- Active in professional organizations.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/10/2020