

**Job Title:** COORDINATOR, LICENSED SPECIALIST IN SCHOOL PSYCHOLOGY  
**Reports to:** Director of Special Education  
**Dept./School:** Special Education  
**Wage/Hour Status:** Exempt  
**Date Revised:** January 29, 2024

### **Primary Purpose**

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavior problems. Assess the psychological and psycho-educational needs of students referred to special education services. Serves as lead licensed specialist in school psychology.

## **QUALIFICATIONS**

### **Education/Certification**

Master's degree in School Psychology from accredited college or university  
Valid Texas License as a Licensed Specialist in School Psychology (LSSP) granted by the Texas State Board of Examiners of Psychologists

### **Special Knowledge/Skills**

Knowledge of procedures for assessing achievement and intellectual, emotional and behavioral functioning for educational purposes  
Knowledge of prevention and intervention strategies, including behavior management interventions  
Knowledge of psycho-social development.  
Excellent organizational, communication, and interpersonal skills

### **Experience**

Minimum three years experience providing psychology services in an educational setting.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Assessment**

1. Select and administer assessments and observations to evaluate the intellectual, emotional and behavioral functioning of referred students and to determine student eligibility for special education services according to district, state and federal regulations.
2. Score and interpret test data according to best practices in the field of school psychology.
3. Develop psychological reports and behavior management plans.
4. Conduct or participate in the Admission, Review and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
5. May serve as case manager and implement the special education process for students on assigned campuses.

### **Consultation**

6. Meet with parents to discuss pertinent background information and test results. Conduct group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems.
7. Consult with teachers and relevant staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavior intervention plans in managing disruptive students.
8. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.
9. Present staff development training in assigned schools to enable personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.

10. Assist in securing consultants, specialists and other resources for staff development training and informational seminars and workshops for parents.

**Program Management**

11. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
12. Participate in the selection of assessment materials and equipment.
13. Compile, maintain, and file all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
14. Use informal and formal feedback from others to insure that special education assessment staff supports a positive climate on assigned campuses.
15. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.
16. Participate in professional development activities to improve skills related to job assignment.

**Communication**

17. Maintain a positive and effective relationship with supervisors.
18. Effectively communicate with colleagues, students, and parents.

**Supervisory Responsibilities**

19. Supervises other Licensed Specialists in School Psychology.
20. Supervises Behavioral Support staff.

**Other**

21. Perform other duties assigned by supervisor.
22. Maintain confidentiality of information.

**WORKING CONDITIONS**

**Mental Demands/Physical Demands/Environmental Factor**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular light lifting and carrying (less than 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_