

Job Title: COORDINATOR, LICENSED SPECIALIST IN SCHOOL
PSYCHOLOGY/APPRaisal
Reports to: Director of Special Education
Dept./School: Special Education
Wage/Hour Status: Exempt
Date Revised: 2014-2015

Primary Purpose

Perform professional psychological work in assessment, behavior management and assist in counseling students with emotional disabilities. Assist in the evaluation and coordination of all special education diagnostic and evaluation processes. Provide leadership to all evaluation personnel.

QUALIFICATIONS

Education/Certification

Master's degree in School Psychology
Valid Texas License as a Licensed Specialist in School Psychology (LSSP)

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
Strong consultation skills for conferencing with teachers, parents and students
In-depth knowledge of diagnostic procedures
Demonstrated presentation skills
Excellent organizational, communication, and interpersonal skills

Experience

3 years experience as an LSSP/Appraisal Coordinator in a public school setting

MAJOR RESPONSIBILITIES AND DUTIES

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 evaluation reports, and provide or facilitate the completion of functional behavioral assessments and behavior intervention plans.
4. Participate as a member of the Admission, Review and Dismissal/Individual Educational Plan Committee for special education placement of and programming for emotionally disabled students.
5. Offer short term individual counseling to students, parents and staff members relating to educational needs
6. Provide consultation and/or in-service to principals and teachers upon request.
7. Assist in developing, maintaining and revising evaluation procedures.
8. Assist in securing consultants, specialists and other community resources for principals, diagnostic staff and instructional staff to increase their knowledge in the area of evaluation.

- 9. Use informal and formal feedback from others to insure that special education assessment staff supports a positive climate on assigned campuses.
- 10. Insure that federal and state laws and regulations concerning the evaluation of students with disabilities are observed.

Other

- 11. Perform other duties assigned by supervisor.
- 12. Maintain confidentiality of information.

Supervisory Responsibilities

- 13. Evaluation personnel

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factor

Maintain emotional control under stress. Regular district-wide travel to multiple work locations as assigned.

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:** _____