

Job Description**Job Summary:**

Under the supervision of the program administrator and/or designee, provide leadership, expertise, and oversight in psychological services for students with Individualized Education Plans (IEPs) in a school setting. This role is designed to promote student success by ensuring that psychological assessments, interventions, and IEPs are implemented effectively while maintaining the overall quality of service across the district. In addition to direct service delivery, the Program Specialist will supervise interns, provide professional development for psychology staff, and manage high-profile cases.

Essential Duties:

- Conduct psychological assessments and evaluations for students referred for special education services, particularly focusing on students with IEPs.
- Lead the development and review of IEPs, ensuring that assessment data are effectively integrated into IEP goals and interventions.
- Participate in and/or facilitate IEP meetings, providing expertise and guidance to educators, parents, and other team members.
- Monitor and review IEP implementation to ensure compliance with district, state, and federal regulations.
- Collaborate with teachers, counselors, and other school staff to design and implement interventions for students who are struggling academically, socially, or emotionally.
- Provide supervision and guidance to school psychology interns, ensuring that they develop the necessary skills and competencies to succeed in the field.
- Provide regular feedback and evaluations, coach, and mentor school psychologists in best practices related to assessments, interventions, behavior management, and case management.
- Offer ongoing support to psychology staff by helping them navigate challenging student cases, interventions, and complex IEPs.
- Design and lead professional development opportunities for the psychology team within the district to enhance service delivery and professional growth.
- Coordinate district and county-wide workshops or training sessions for psychology staff on topics such as assessment, intervention strategies, IEP writing, legal compliance, and student mental health.
- Oversee and manage caseloads of school psychologists, ensuring that students' psychological needs are being addressed in a timely and efficient manner.
- Monitor and evaluate the quality of psychological services provided throughout the district, identifying areas for improvement and implementing corrective actions as needed.
- Collaborate with district administration and special education leadership to ensure that psychological services align with district goals, policies, and compliance requirements.
- Maintain accurate and thorough documentation of student assessments, IEP meetings, and interventions.
- Oversee high-profile or complex cases that require additional expertise and attention, providing case management and consultation to school staff and parents.
- Collaborate with multidisciplinary teams to develop individualized plans of support for students facing significant academic, social, emotional, or behavioral challenges.
- Manage and resolve conflicts or issues related to students' psychological services, ensuring that all stakeholders are appropriately engaged.
- Stay informed of the latest research and best practices in school psychology and special education and disseminate relevant information to staff.
- Perform other related duties as assigned.

Responsibilities include: working under limited supervision following standardized practices and/or methods, and providing information and/or advising others. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 70% sitting, 20% walking and 10% standing. The job is performed under minimal temperature variations.

Skills, Knowledge and/or Abilities Required:**Skills to:**

- manage complex cases and support diverse student needs;
- utilize results of current resources to improve program;
- monitor and assess student progress and make recommendations;
- analyze situations, problem-solve, and make decisions without supervision when necessary;
- provide effective coaching/mentoring and guidance to staff;

- build rapport and develop trusting relationships with students and staff;
- coordinate, and deliver appropriate professional development based on needs;
- establish and maintain effective working relationships;
- communicate effectively orally and in writing;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

Knowledge of:

- IEP development and implementation, as well as state and federal regulations related to psychology services;
- conducting psychological assessments and evaluations for students referred for special education services, particularly focusing on students with IEPs;
- best practices for assessments, interventions, behavior management, and case management;
- latest research and best practices in school psychology and special education;
- conflict resolution and problem-solving strategies;
- proper English grammar, punctuation, and sentence structure;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- work cooperatively and collaboratively with administration, teachers, and support staff;
- gather, analyze, and interpret data to formulate a professional development plan;
- communicate the results of program evaluation and offer recommendations to administration;
- lead professional development sessions, workshops, and training programs effectively to inspire and empower educators;
- be flexible and adapt to the needs of the educators and/or program;
- supervise, train and evaluate staff;
- provide constructive feedback and lead professional development initiatives;
- communicate effectively, both verbally and in writing, with parents and other professionals;
- create and manage schedules for staff and students;
- apply methods and procedures for effective caseload management;
- drive personal vehicle for travel to various locations throughout the county.

Experience Required:

- Five (5) years of experience in providing school psychology services including working with students on IEPs, conducting psychological assessments, and providing direct services.
- Two (2) years of experience in a leadership role or providing professional development, mentoring, and coaching.

Education Required:

- Master's degree in psychology or a related field.
- Valid California Pupil Personnel Services (PPS) Credential.
- Valid California Administrative Services Credential.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response upon hire.

FLSA Status: Exempt

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This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco-Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.