



# The School District of Lee County

## Job Description

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**JOB TITLE:** Assistant Director, School Psychological Services

<b>FLSA STATUS:</b>	Exempt	<b>PAY GRADE:</b>	13
<b>SALARY SCHEDULE:</b>	Administrator	<b>JOB CODE:</b>	100820
<b>BARGAINING UNIT:</b>	Non-bargaining	<b>DAYS PER YEAR:</b>	255
<b>WORKER'S COMP CATEGORY:</b>	9101 - All Other		

**MAJOR FUNCTION:**

Assist with the planning, development, and implementation of school psychological services that support instructional personnel in their efforts to identify, understand, and recommend strategies for students with learning and/or adjustment needs related to the specific responsibilities of school psychologists.

**MINIMUM QUALIFICATIONS:**

- Master's degree or higher with emphasis in school psychology or equivalent.
- Valid Florida certification to practice as a school psychologist.
- National certification as a School Psychologist.
- Five (5) or more years of successful experience as a psychologist in a public school setting.
- Three (3) or more years of experience supervising school psychological services.

**Such alternatives to the above qualifications as the Board may find acceptable.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Evidence of strong organizational, leadership, and managerial skills.
- Demonstrated skill in oral and written communication.
- Demonstrated ability to successfully work with diverse groups of people.
- Experience with industry-standard computer applications.
- Knowledge of legal protections for students with disabilities.

**REPORTS TO:** Chief Academic Officer or Designated Administrator

**ESSENTIAL JOB FUNCTIONS:**

- Coordinate and supervise the development and implementation of school psychological services in compliance with district, state, and federal policies and regulations.
- Communicate and collaborate with other departments, team members, and project personnel in planning, implementing, and evaluating all aspects of School Psychological Services.
- Evaluate and supervise school psychologists.
- Organize and provide for professional development opportunities for school psychologists.



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- Facilitate the use of best practices in the delivery of school psychological services.
- Assist the Executive Director in planning activities, budgeting, and program evaluations of the department.
- Conduct and attend staff and in-service meetings.
- Attend professional association meetings.
- Coordinate and assess record keeping, including centralized student psychological records and related data.
- Assess student psychological services locally and coordinate with private schools and community agencies to ensure appropriate services are being provided.

**OTHER JOB FUNCTIONS:**

- Perform other duties as assigned.

**EXERTION TYPE:**

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**OTHER PHYSICAL REQUIREMENTS:**

The following selected physical activities are required to perform the essential functions of this position.

<b>The physical requirements of this position. (Please check all boxes that apply)</b>		
<b>Physical Requirement</b>	<b>Description</b>	<b>Percent of Time</b>
<input checked="" type="checkbox"/> <b>Balancing</b>	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> <b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> <b>Crawling</b>	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> <b>Crouching</b>	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> <b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	30%
<input checked="" type="checkbox"/> <b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> <b>Grasping</b>	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> <b>Hearing</b>	Perceiving the nature of sounds at normal speaking levels with or	100%



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	without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	
<input checked="" type="checkbox"/> <b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> <b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Pulling</b>	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> <b>Pushing</b>	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> <b>Reaching</b>	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> <b>Repetitive Motion</b>	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<input checked="" type="checkbox"/> <b>Seeing</b>	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> <b>Sitting</b>	Particularly for sustained periods of time.	70%
<input checked="" type="checkbox"/> <b>Standing</b>	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> <b>Stooping</b>	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> <b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> <b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	40%

**TERMS OF EMPLOYMENT:**

Twelve month year. Salary as established by the Board.

**JDE NUMBER:** A-21.41

**BOARD ADOPTION:** 12-12-17

**REVISIONS:**

**REVIEWED:**

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.