



DIRECTOR – PSYCHOLOGICAL SERVICES

SUMMARY/SCOPE/GOAL

To provide leadership for, direct, and supervise the activities and service delivery of the school psychologists, interns, contracted services personnel, social workers, and others as assigned providing psychological, mental health, and other services within the school district for students aged 0-22.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- MA/MS from an accredited institution/program.

PREFERRED/DESIRED:

- Five (5) years of public-school experience desired.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

- School Psychologist by the State of Florida.
- Education Leadership preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification, as necessary.

1. Serve as liaison between schools and appropriate agencies that can provide services to students in need of additional assistance.
2. Determine the need, develop, lead and/or coordinate and provide in-service training for school and district personnel related to exceptional children, a multi-tiered system of support, behavior modification techniques, educational psychology, psychometrics, counseling, crisis management, crisis response, suicide awareness and risk assessment, mental wellness pathway, threat assessment, and self-harm risk.
3. Lead, direct, initiate, and coordinate district crisis intervention and response team to include providing leadership and support for schools in times of crisis; provide leadership of crisis response team; be available before and after hours, weekends, and holidays to lead and coordinate crisis response.
4. Create and maintain crisis recovery team manual through collaboration with other departments and divisions; lead all aspects of the process.
5. Develop procedures, initiate process changes, and collaborate with multiple areas of student support services as well as other school and district-level leaders related to strategic initiatives, psychological services, and other areas as assigned.
6. Cultivate a collaborative working environment that encourages innovation, communication, and continual learning.
7. Provide leadership, supervision, evaluation, and coordination of school psychologists, social workers, interns, and other staff as appropriate within the school district.

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8. Lead, identify, develop, and coordinate the activities and service delivery of school psychologists, social workers, interns, contracted services personnel, and other staff as appropriate within the school district.
9. Ensure that students referred for special education services are properly evaluated within appropriate timelines.
10. Provide leadership for and coordination of financial planning of the department(s), including the preparation of the department(s) budget, preparation of financial reports, and judicious management of all department funds.
11. Lead, plan, and coordinate the psychological services program and other programs as assigned. Consult with school personnel, district office staff and parents regarding educational and psychological issues.
12. Promote mental health issues and sound psychological and educational practice within the school environment and initiate programs to assist with training school personnel and other staff regarding mental health concerns.
13. Collaboratively plan with Brevard Public Schools' staff to implement policies, procedures, and training programs for parents, school personnel, and district staff.
14. Develop and maintain an accountability tracking system for referred students, school psychologists, and other division staff as appropriate.
15. Oversee and provide leadership for and participation in committees, focus groups, and meetings regarding strategic plan.
16. Work independently with minimal supervision.
17. Communicate effectively, both orally and in writing, with students, parents, teachers, and other professionals on a regular basis.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Demonstrated order and written communication skills. Knowledge and implementation of organizational and management theory and practice. Demonstrate a working knowledge of Exceptional Education programs and cultivation of an inclusive environment. Demonstrate initiative and ability to work effectively with others in the department and in the district. Ability to work and communicate effectively with people to focus resources (both human and financial) toward the achievement of district goals. Knowledge of the school district's psychological services program and strategic planning initiatives. Knowledge, development, and implementation of the School Board policies and procedures. Knowledge and implementation of psychological evaluation, consultation, counseling, social skills, crisis intervention, crisis response, and other professional methods and procedures. Knowledge of professional issues related to school psychology, federal and state regulations/laws, due process, professional ethics, and terminology. Demonstrate skills in interviewing, communication, and interpersonal relationships. Ability to make sound professional judgments. Ability to maintain confidential reports and records on students and demonstration of leadership abilities.

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GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Student Services	DEPARTMENT:	Student Services
TITLE CODE:	D0253	CONTENT BY:	Christine Moore, Assistant Superintendent of Student Services
GRADE:	29	COMPENSATION:	Ellie Kelly – Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/22/2021	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/4/2021	Developed	Christine Moore, Assistant Superintendent of Student Services
1.1	12/7/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.