

JOB DESCRIPTION

DEPARTMENT: EXCEPTIONAL CHILDREN SERVICES

JOB TITLE: PSYCHOLOGY DEPARTMENT
CHAIRPERSON

REQUIREMENTS:

- A. Education Level:** College degree
Certification or licensure: South Dakota
teacher certificate with an endorsement as school
psychologist
- B. Experience Desired:** Successful internship in school psychology
- C. Physical Requirements:** Constant hearing, hand-eye and mind-eye
coordination are required. Frequent driving to
various locations, repetitive motions with wrists,
hands and fingers, scheduling, sitting and speaking
are required. Frequent walking and writing are
also requirements.
- D. Other Requirements:** Excellent oral and written communication skills.
Skills in human relations, leadership and conflict
management. Competence in completing
assessments, developing interventions, and
consulting with others.

REPORTS TO: Supervisor, Exceptional Children Services

RECEIVES GUIDANCE FROM: Building Administration
Department Chairpersons
Supervisors in Exceptional Children Services

DATE: Revised June 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Develops and updates departmental policies and procedures.
2. Supervises and instructs other personnel in the psychology department.
3. Assists the psychologists in the improvement of instruction, including regular
classroom visitation and inservice training. Included with this responsibility
is:
 - assistance with the evaluation of probationary psychologists as requested
by the supervisor and providing them with professional guidance.
 - the development and implementation of in-district inservice programs.
4. Coordinates, in conjunction with the supervisor, district-wide school
assignments for the psychology department. Included with this responsibility

is providing assistance in the construction of individual psychologist's schedules.

5. Participates in the orientation of new staff members and provides assistance and guidance in district policies and procedures.
6. Plays an active role along with the supervisor, in developing and maintaining a positive working climate within the department.
7. Coordinates behavior management and assessment programs with the supervisor.
 - ensures that a comprehensive system of behavior intervention is in place.
 - designs and implements behavior management programs.
 - assists in maintaining in-district assessment and treatment programs.
8. Schedules regular departmental meetings.
 - implements central administrative and building directives.
 - communicates concerns of central and building administration.
 - communicates concerns and problems to the supervisor.
 - assists in the resolution of psychology department issues as they arise.
9. Serves as consultant in hiring and discharging of personnel within the department as requested.
 - participates in actual interviews of applicants for psychologist positions.
 - assists with a "plan of assistance" for psychologists who are having difficulty in carrying out their duties.
10. Assumes responsibility for dissemination of referrals with assistance for clerical staff.
 - ensures that all referrals are distributed in a timely manner.
 - makes the appropriate re-assignment of referrals if needed to cover timelines.
 - notifies supervisor if the department is unable to meet deadlines.
11. Promotes programs that aid the professional staff to become knowledgeable about assessment, intervention strategies and implementation.
12. Assumes the responsibility with the supervisor in the orientation of new psychologists.
 - provides assistance, support and encouragement to new psychologists.
 - assists new staff with assessment materials, etc.
13. Assumes the responsibility for departmental budgets.
 - determines tests and other related materials used within the department.
 - maintains the responsibility for department equipment.
 - coordinates annual requisitions for supplies and equipment.
14. Cooperates with the supervisor and supervising psychologist in the placement and training of psychology interns.
15. Organizes, promotes and directs programs within the department.
 - assumes responsibility for assuring compliance with district, state and federal policies and procedures.
16. Utilizes the community as a learning resource and as an extension of the classroom for students.
17. Participates in school and district committees
18. Performs other duties as assigned.

WORKING CONDITIONS:

A.	<u>Inside</u>	<u>Outside</u>	<u>Both</u> XXX
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B. Climatic Environment:

Some district classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

The itinerant status of this position requires exposure to the outside environment as travel between schools is required.

C. Hazards:

Stairs, drafts, chalk dust and exposure to communicable diseases.

Travel between schools will cause exposure to hazardous driving and walking conditions.

D. Work Year

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date