

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0695
Pay Grade: C07

FLSA: Exempt

SUPERVISOR,
PSYCHOLOGICAL SERVICES

MAJOR FUNCTION:

Supervisory position with the combined responsibilities of directing the professional functions of staff school psychologists and Student Services workers in the P.A.S.S. and Child Study Center Programs, acting as the chief psychologist consultant for the school system, as well as performing section administrative duties such as budgeting, goal-setting, program planning, monitoring, auditing and evaluating.

DUTIES AND RESPONSIBILITIES:

- Selection and supervision of personnel in School Psychology, P.A.S.S. and Child Study Center programs.
- Serving as liaison between the schools, community, agencies and medical programs to facilitate increased coordination.
- Directing the research and evaluation activities of the section, including monitoring systems to document program activities and success effectiveness.
- Developing and proposing budgets for School Psychological Services.
- Selecting and recommending school psychologists and project personnel for employment.
- Monitoring and auditing the functions of psychologists and Demonstration Project personnel.
- Selecting and recommending secretaries for employment.
- Monitoring and evaluating the functions of secretaries serving school psychologists.
- Selecting, placing and evaluating employed school psychologist and interns.
- Selecting and placing school psychology practicum students and externs.
- Scheduling and conducting regular staff meetings.
- Developing and monitoring a school assignment plan for psychologists.
- Designing and/or implementing school personnel training programs in developmental psychology, group processes, behavior modification, use of psychological services, learning theory, etc.
- Selecting, arranging and/or conducting inservice training programs for school personnel.
- Addressing civic, service, religious, fraternal and parent groups on subjects related to psychology, child growth and development and mental health of children.
- Applying psychological and scientific methodology for the purpose of identifying significant programs encountered by schools.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

At least a Master's degree. Florida certification as a School Psychologist. Five (5) years experience as a School Psychologist or in a closely related field. Have some administrative experience and/or training. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

ISSUED: 2/75; REVISED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88;
REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

SUPERVISOR, PSYCHOLOGICAL SERVICES

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Psychological Services - ADM