

## **SCHOOL PSYCHOLOGIST/ASSISTANT PRINCIPAL/SPECIAL EDUCATION COORDINATOR**

### **ESSENTIAL FUNCTIONS FOR SCHOOL PSYCHOLOGIST:**

1. Evaluate students referred by teachers, parents and the Board Designee for possible intake into the special education program. This includes review of records, and contact with teachers, parents, the student and other involved parties.
2. Provide written reports regarding evaluated students.
3. Work daily with students who are possible referrals as well as students in general who have crisis situations.
4. Provide assistance to administrators with regard to these students.
5. Monitor students currently in programs.
6. Conduct staff development programs.
7. Work closely with individual and groups of parents with regard to individual student concerns as well as other child development issues.
8. Be a resource person to the staff and families.
9. Facilitate staffing, as appropriate.
10. Provide case management and advocacy for individual students.
11. Maintain confidentiality of school district information.
12. Perform other duties as assigned.

### **ESSENTIAL FUNCTIONS FOR ASSISTANT PRINCIPAL:**

1. Evaluate Special Education Teachers and Assistants according to our 2011-2013 agreement.
2. Assist with the ongoing goal of implementing Response to Intervention.
3. Coordinate with District Administrator goals for curriculum and instruction for district.
4. Works collaboratively with grade 4K through 2<sup>nd</sup> grade in areas of evaluation, mentoring and goal setting.
5. Perform other duties as assigned.

### **ESSENTIAL FUNCTIONS FOR SPECIAL EDUCATION COORDINATOR:**

1. Responsible for the general administration of the special education/pupil services for Lake Country School, including the implementation and consistent enforcement of programs and their alignment to the policies and vision of the school cooperative.

2. Informs the Board of Education, administration, staff and public the objectives and programs of the Pupil Services Department.
3. Provides within legal and professional standards an organizational framework in which efficient and appropriate special education services can be implemented within the cooperative.
4. Supervises all Special Education/Pupil Services staff in coordination with District Administration. Responsible for the development, placement, implementation and evaluation of programs and services in accordance with the guidelines as specified in WI Administrative Code and IDEA. Plan and implement in-service training programs for the Special Education staff and such programs for regular education personnel and parents as appropriate. File Plans of Service and Reports as required by DPI or other agencies. Administer special education and pupil services budget.
5. Promote and maintain an effective and positive relationship with staff, students, parents, volunteers, and outside agencies.
6. Keep informed of all legal requirements governing special education and pupil services. Responsible for compiling, maintaining and filing all reports and records legally.
7. Perform other duties as assigned.

#### **POSITION REQUIREMENTS/SKILLS:**

1. **Degree:** Bachelors degree or more in education.
2. **Experience:** Preferably five years experience before employment.
3. **License:** Level A license in school psychology in Wisconsin. Ability to be certified by the State of Wisconsin as a principal within 5 years.
4. **Training:** In-depth knowledge of normal and abnormal child growth and development.
5. Excellent writing and speaking skills.
6. Ability to provide consultant services to teachers, parents and administrators; to provide one-to-one and group counseling to students at all levels, and to give, interpret and summarize a variety of standardized and projective tests.
7. Ability to work well with school board members, administrators, staff and the community.

Approved by the School Board July 21, 2011