

EMPLOYMENT OPPORTUNITY

2017-2018

Lead School Psychologist

Responsibilities

The Lead School Psychologists work under the direction of the Office of Specialized Services. The Lead School Psychologists create a collegial, collaborative and mutually supportive relationship with newly appointed colleagues and School Psychologist peers who may benefit from mentoring support. The Lead School Psychologists are responsible for guiding new employees and peer School Psychologists toward defined goals, enhancing their professional development and assisting them to gain expertise in their field of practice. Additionally, the Lead School Psychologists serve as a teacher, providing expert information to enhance the general knowledge of new employees.

The reduction in caseload will allow for the following support and work:

The Lead School Psychologist must be available to:

- Travel throughout the city and/or greater Philadelphia area to perform staff trainings and/or participate in support functions as needed,
- Provides support to Director of Psychological Services by maintaining psychologist's database, develop a mentoring plan for new employees, complete monthly IDEA Training and Consultation Activity Logs, organize and conduct monthly Training and Consultation (TAC) meetings and professional development with psychologists within schools assigned to Neighborhood Networks
- Attend monthly lead psychologist meetings with the Director of Psychological Services, act as a liaison between psychologists within schools assigned to Neighborhood Networks and the Director, and assist with troubleshooting problems, especially compliance related issues with all schools assigned within psychologists within schools assigned to Neighborhood Networks and relay results to the Director,
- Provide support to psychologists within schools assigned to Neighborhood Networks for cases where advocates and/or attorneys are involved,
- Provide ongoing training on EasyIEP and ACCESS logging for all psychologists within schools assigned to Neighborhood Networks,
- Assist the Director with organizing and assigning Early Intervention cases
- Provide information to the Director regarding tests and materials for psychologists within schools assigned to Neighborhood Networks, and assist the Director with disseminating tests and materials
- Help psychologists within schools assigned to Neighborhood Networks in completing special education documents where needed
- Assist the Director in providing training and consultation for non-public schools (Equitable Participation)
- Additional duties and responsibilities as assigned by Deputy, Executive Director, and Director of School Psychology in the OSS
- Have a car and a driver's license to operate a motor vehicle in PA.

Experience/Requirements

1. Applicants must be current employees of The School District of Phila.
2. At least seven (5) years of experience as a School Psychologist in an educational setting with at least 3 years of service within the School District of Philadelphia.
3. No more than eighteen (18) occasions of lateness or absences for personal illness in each of the past three years (excluding long-term absences). A consecutive period of absence constitutes 1 occasion.
4. Have no unsatisfactory incidents or events pending or currently on file.
5. Adherence to School District Policy and Procedure.

6. Demonstrates expertise in the design and delivery of the Easy IEP System, and other forms/tools used to document clinical treatment.
7. Shows evidence of effective leadership and communication skills, including areas of professional development.

Compensation

1. Lead School Psychologists will have a reduced caseload and will be assigned to one building in order to provide support to other psychologists and complete assigned work.

Application Procedure

Qualified applicants are invited to send a letter of interest and resume to the attention of Kimberly Mecca, Director, School Psychology Services via email at kmecca@philasd.org or by fax to 215-400-4171.

Selected candidates will participate in an interview process.

(Applications Due by Close of Business on Friday, June 1, 2018)