

# SUPPLEMENT PERFORMANCE RESPONSIBILITIES

**TITLE:** Lead School Psychologist

**QUALIFICATIONS:** Six years experience as a Certified School Psychologist in public school setting.

**REPORTS TO:** Supervisor of Guidance/Student Support Services

**SUPERVISES:** N/A

**JOB GOAL:** To assist the Supervisor of Guidance/Student Support Services in planning, developing and implementing a district-wide psychological services program

## PERFORMANCE RESPONSIBILITIES:

- Organizes and conducts biweekly meetings to psychological services staff.
- Organizes in-service meetings.
- Participates in department head meetings
- Serves as liaison between Exceptional Student Education and psychological services.
- Provides consultation services to other psychologists, teachers, administrators and parents on special cases.
- Coordinates internship and practicum programs.
- Assists in monitoring materials and supplies for psychological services.
- Helps coordinate district-level staffing conferences.
- Gives input into budgetary matters.
- May represent psychological services at local, state and national conferences.

**TERMS OF EMPLOYMENT:** Appointed by Supervisor of Guidance/Student Support Services

**EVALUATION:** Supervisor of Guidance/Student Support Services

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor of Guidance/Student Support Services)

Reviewed and agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_  
(PRINT – Employee's Name)

Reviewed and agreed to by: \_\_\_\_\_ Emp. ID #: \_\_\_\_\_  
(Employee's Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%  
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**

Form Number: PER 213.001  
New Date: 5/19/14