



Job Title: School Psychology Supervisor

Department: Exceptional Student Support

Reports To: Director of Special Education Related Services and Behavioral Health

Grade: BG-08

Number of Days: 200

Current Date: January 29, 2018

Overtime Status: Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The role of the School Psychologist Supervisor is to lead and support the work of the School Psychologists and Psychometrists by providing high oversight and direct guidance as needed, enabling all staff to complete timely, appropriate initial evaluations, re-evaluations, and counseling services (according students' IEPs), in accordance with IDEA and state regulations. The supervisor will support the professional development of the psychology team. The supervisor will assist School Psychologists and Psychometrists and serve as their evaluator according to district evaluation standards. The supervisor will also fill in during long-term psychology absences.

Minimum Qualifications:

- Master's Degree in School Psychology
- School psychology state certification
- Highly skilled and knowledgeable in the field of school psychology and its skill and function
- Ability to lead effectively
- Preferred 5 years leadership experience in a school setting.

Responsibilities and Essential Functions: The following duties are representative of performance expectations.

- Responsible for the day-to-day supervision of assigned psychologists and psychometrists
- Responsible for the annual evaluation of school psychology and psychometrist staff consistent with the district evaluation model
- Responsible for compiling quarterly and annual data reports for status of referrals and assessments
- Provides technical assistance and supervision of school psychologists/psychometrists as they perform assigned services as indicated on student IEPs
- Responsible for providing, maintaining, and keeping inventory of assessment kits and protocols needed for daily operations
- Meet the identified assessment needs of the district
- Provide keen oversight and direct guidance and support to all staff, enabling them to complete evaluations/MEEGS in a timely manner
- Attend District, Department, Staff, Professional and Inter-agency meetings when required
- Fill in when needed to provide psychology/psychometrists services for a building in the event of a long-term absence
- Responsible for ordering materials and accounting for electronic equipment used by staff.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to effectively communicate with staff across multiple modes of communication in a timely manner
- Develop and provide professional development opportunities to ensure building psychologists/psychometrists are current with federal, state, and district policies and guidelines

Supervisory Responsibility:

- Assigned School Psychologists/Psychometrists

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- School personnel may only utilize seclusion procedures if they have training in conflict de-escalation, the crisis cycle and interventions at each stage, possible effects of seclusion, appropriate use of seclusion rooms, including escorting a student to a seclusion room, placing a student in a seclusion room, and supervising a student while in seclusion.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.