



TITLE: **(SCHOOL PSYCHOLOGIST/TRANSITION COORDINATOR)** No. 392

QUALIFICATIONS:

1. Certification as a School Psychologist
2. A Master's degree or higher
3. Experience in special education, secondary education, vocational evaluation, vocational placement and transition planning
4. Personal qualities necessary to function as an instructional leader
5. Demonstrates understanding of required special education process, terminology, transition planning, federal and state mandates
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Supervisor of Special Education/Pupil Personnel

ROLE RELATIONSHIPS: The School Psychologist/Transition Coordinator is responsible for the psycho-educational evaluation of students referred for eligibility for special education programs and the re-evaluation of students receiving special education services at the secondary level. In addition, the School Psychologist/Transition Coordinator serves as a consultant to the regular and special education personnel in the development and implementation of instruction programs and the coordination of transition services to students beginning at the age of 14 and continuing through graduation.

PERFORMANCE RESPONSIBILITIES:

1. Evaluates individual student's functioning in intellectual, academic, social and emotional areas, working within the context of a multi-disciplinary team, as per state and federal regulations.
2. Identifies learning and processing traits in individual students which can be used to design effective academic and behavioral interventions and promote student achievement.
3. Serves as a liaison to teachers, administrators, service providers, employers, and parents, etc.
4. Promotes understanding of the developmental expectations of students as to increase learning and achievement, appropriate behavior, and social function.
5. Contributes to an integrated and effective program of pupil personnel services as part of a multi-disciplinary team.
6. Promotes positive educational mental-health practices in resolving individual, group and system-level problems in school mental-health related areas.
7. Provides consultation to teachers, parents and students on behalf of students receiving special education, gifted education, transition planning or services to protect disabled students.
8. Provides consultation and direct service on behalf of at-risk students requiring primary prevention programs, crisis-intervention and academic interventions.

9. Provides consultation and direct services which promote social-emotional functioning and learning for disabled and non-disabled students.
10. Coordinates all vocational evaluations for special education students.
11. Identify and provide information on transition services and activities, programs, and resources to students, parents, IEP team and professionals.
12. Refer students to appropriate community service providers (OVR, OID, MH, etc.) with parental permission.
13. Begin working with students no later than age 14 to help them have a better understanding of their strengths, needs, accommodations and supports and culminate this into the Summary of Academic Achievement and Functional Performance.
14. Collect graduation data and complete a graduation NOREP.
15. Complete Exit and Post Survey and participate in PaPOS as required by PDE.
16. Collaborate with other professionals regarding best practices and new initiatives as they relate to transition.
17. Attend and engage in school meetings as appropriate (SAP, inter-agency)
18. Plan and coordinate transition events and resources
19. Coordinates ACCESS services for medical assistance reimbursement (i.e. identifies eligible students, train paraprofessionals, etc.)
20. Performs such other tasks that the Superintendent and Supervisor of Special Education/Pupil Personnel may assign.

TERMS OF EMPLOYMENT: Salary and work year to be established by the current labor agreement with the West Jefferson Hills School District and the professional staff.

EVALUATION: Performance of this job will be evaluated in accordance with the Department of Education regulations.

January 10, 2012