

**Position Title:** Supervisor of School Psychologists, Department of Psychological Services

**Location:** Fredrick Douglas Academy for Young Men

**Salary:** \$67,583.80- \$85,028.00

**Reports to:** ESE Lead Administrator

**Bargaining Unit:** OSAS

**Benefits Eligible:** Yes

*In accordance with the Agreement between The Organization of School Administrators and Supervisors (OSAS) and the Board of Education of the School District of the City of Detroit, the following vacancy is announced.*

**Position Summary:**

Under the supervision of the Exceptional Student Education (ESE) Lead Administrator, the supervisor of Psychological Services performs a variety of managerial and administrative tasks including monitoring, facilitating and assisting with mentoring school psychology practicum students, district and contracted school psychologists. The supervisor oversees and coordinates the comprehensive continuum of services delivered by school psychologists by monitoring their effectiveness, providing staff development, on-site clinical coaching, and ensuring adherence to federal, state and local mandates. The Supervisor of Psychological Services directly supervises and evaluates assigned school psychologists and performs other duties as directed.

**Minimum Qualifications:**

- A Master's Degree from an accredited school psychology certification program, or a Nationally Certified School Psychologist (NCSP) credential issued by the National Association of School Psychologists, (NASP)
- Five years of successful experience as a certified school psychologist in special education

- Must hold (or be eligible) for a full or temporary approval by the State Department of Education as a Special Education Supervisor upon completion/verification of enrollment in the supervisor of special education program from a college or university approved by the state board of education for preparation of special education supervisors.
- Candidates with prior administrative experience preferred.

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### **Essential Functions:**↻

1. Demonstrate comprehensive knowledge of state and federal laws as they relate to the identification, assessment, placement and programming for children with exceptionalities.
2. Develop and implement, strategies for coordinating, integrating and deploying staff to meet compliance standards based on identified needs of schools.
3. Monitor staff performance to ensure adherence to Federal, State and district protocol for compliance assurance.
4. Effectively and efficiently deploy and monitor staff to complete district level student evaluations resulting from needs identified outside of referrals received at the building level.
5. Supervise and monitor psychologists' work on a regular basis.
6. Support building level administrators with evaluation team activities and expectations
7. Communicate and regularly visit with schools, administrators, other departments within the district, and community agencies.
8. Familiarize and provide leadership in promoting the utilization of various technological platforms by school psychologists and clerical personnel to ensure compliance with state, federal and local mandates, including but not limited to the remote administration of assessments and proficient use of electronic protocol.
9. At the district level, actively engage in and support the implementation and ongoing maintenance of the Mutli-Tiered Systems of Support initiative.

10. Maintain confidential psychological files
11. Prepare and maintain required statistical data for district, county, state and federal reports.
12. Serve as a consultant, administrator or participant in school in-service training, meetings and conferences.
13. Regularly check, monitor and maintain inventory of equipment and supplies needed for the orderly functioning of office and staff.
14. Enforce and support the policies and practices established by the ESE department.
15. Reassign staff as needed to address personnel shortages, inequitable referral rates between and among schools, crisis intervention, and required evaluations.
16. Provide training to staff for immediate response in crisis situations involving school staff and students.
17. Partner with vendors such as Pearson, Riverside, PAR, etc. to ensure access to the most current tools required to accurately assess and service students.
18. Verify and approve payroll for district psychologists and weekly timesheets for contractual psychologists.
19. Maintain a computerized database to ensure accurate and appropriate records in order to respond to inquiries from parents, local schools, central staff and community agencies.
20. Maintain communication with local schools, parents, other departments within the district, mental health and other community agencies.
21. Direct, supervise, and evaluate clerical staff performance according to policy and procedures.
22. Support and guide clerical staff in the collection and dissemination of project find referrals, creation and monitoring of requisitions and receipt of ordered items (test kits, protocols, etc.).

23. Provide ongoing opportunities for psychologists to obtain State Continuing Education Clock Hours as required by the Michigan Department of Education to be used for the renewal of school psychologist certification.
24. Performs other duties as assigned by supervisor.

## **Security Clearance:**

### **Internal Applicants**

If you are a current Detroit Public Schools Community District employee, you do not have to submit to a new security clearance, unless your new role requires a different type of criminal background check.

### **External Applicants**

In alignment with Michigan law, if you are hired to fill a position, you will be required to submit to a Detroit Public Schools Community District criminal background check. Information regarding required background checks will be shared at point of hire.

## **Method of Application:**

Applicants must apply through the online application system. Only applications submitted through the online application system will be considered for any posted position and all applications require a resume to be considered.

Successful candidates are required to submit official transcript(s) at point of offer to hire. Teaching service outside of the Detroit Public Schools Community District must be verified by the applicant's prior employer(s) prior to hire. It is the applicant's responsibility to provide all documentation (including copies) as requested.

Applicants requesting assistance during the application process should contact the Office of Human Resources via email at [recruitment@detroitk12.org](mailto:recruitment@detroitk12.org) or phone at (313) 873-6897.

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