

SCHOOL DISTRICT OF MAYVILLE

233

DIRECTOR OF PUPIL SERVICES/SCHOOL PSYCHOLOGIST
(Job Description)

- QUALIFICATIONS:
- (1) Have a minimum of a Master's Degree from an accredited institution (60 credit program).
 - (2) Possess certification in one or more of the major pupil services or special education disciplines.
 - (2) Possess any other qualifications as may be determined by the Board of Education.

REPORTS TO: District Administrator

BASIC JOB FUNCTIONS: The Director of Pupil Services/School Psychologist shall provide a broad range of coordinated activities, functions and services designed to help each student obtain the maximum benefit from school experiences. Pupil services programs have as their goal the facilitation of the students intellectual, emotional, physical, social and vocational development. The services are provided in order to aid the individual student to adjust to a change in demands of his/her total environment, to achieve social and academic confidence, to assume responsibility, as well as to set tentative goals and make appropriate decisions. In addition to being responsible for supervision, direction and coordination of the pupil services/special education staff members, the Director of Pupil Services/School Psychologist shall coordinate the activities of his/her department with the District Administrator and the building principals. The Director of Pupil Services/School Psychologist shall serve students, parents/guardians and the schools in the areas of assessment, program planning, consultation, intervention and research. These functions are designed to promote an appropriate, human and effective education experience for all students.

SPECIFIC JOB DUTIES:**A. Administration**

The Director of Pupil Services/School Psychologist shall:

1. Work cooperatively with all members of the administrative staff in a reciprocal working arrangement; discharging the defined responsibilities as they relate to coordination, planning, facilitation, evaluation and improvement of the schools.
2. Perform other duties as assigned by the District Administrator.

B. Student Services

The Director of Pupil Services/School Psychologist shall:

1. Coordinate the guidance and counseling program, in consultation with the principals and the District Administrator.
2. Coordinate and supervise health and medical services in the schools.
3. Provide for psychological services for students in the schools and assist parents/guardians and school personnel in their efforts to make school more beneficial for all students.
4. Coordinate and supervise all exceptional educational need programs mandated by state and federal laws and regulations.

B. Personnel Management

The Director of Pupil Services/School Psychologist shall:

1. Supervise the District's speech and language clinician.
2. Act as a consultant to the gifted and talented program personnel.
3. Be responsible for the general supervision and evaluation of the pupil services' office staff.

TERMS OF EMPLOYMENT:

If combined with the Principal's position the terms of employment would be identical to the job description of the Principal, #232.

LEGAL REF.: Sections 118.24 Wisconsin Statutes
 121.02(1)(a)
 PI 3, Wisconsin Administrative Code
 PI 8.01(2)(q)

APPROVED: February 18, 1974
ADOPTED: March 18, 1974
REVIEWED: November 17, 1975
REVISED: December 4, 1989, April 7, 1997

Signatures of School Board Members: _____

