

# Winston-Salem/Forsyth County School District

## Director of Psychological Services (1122)

### JOB POSTING

---

#### **Job Details**

*Title*

**Director of Psychological Services**

*Posting ID*

**1122**

*Description*

**FUNCTIONAL PURPOSE:** The person in this position is responsible for leading, planning, directing, monitoring, and evaluating all aspects of psychological services in the district. The Director of Psychological Services collaborates regularly with other department staff to ensure protocols critical to student safety and well-being are implemented with fidelity. The individual in this position collaborates with various community organizations and serves on relevant advisory committees and boards to ensure the maximization of partnerships and relevance of joint purpose. Under the direction and supervision of the Assistant Superintendent of Student Services, s/he makes decisions about prioritization and placement of psychological services and management of performance concerns in collaboration with school-based administrators. The Director of Psychological Services provides consultation and problem solving to school-based and district-level personnel regarding matters that impact student success.

#### **DUTIES AND RESPONSIBILITIES:**

- Develops vision, goals, and objectives for psychological services and communicates relevant information to multiple internal and external departments, partners, and stakeholder groups.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training, works with employees to correct deficiencies, implements discipline and termination procedures, and provides appropriate and timely feedback.
- Participates in the development and administration of the department budget, assists in the forecast of funds needed for staffing, equipment, materials, training, and supplies; monitors and approves expenditures; effectively devises and implements cost reduction techniques, and strives for delivering support services on time, on budget, with accuracy and exceeding customer expectations.
- Coordinate District Level Crisis Teams
- Oversee the adoption, implementation, and monitoring of the district's SEL and Mental Health Plan.
- Coordinates school-based mental health services.
- Serves as a professional supervisor and consultant for school psychologists, including regular school visits and check-in opportunities with psychological services personnel.
- Arranges for or provides direct clinical supervision of psychology staff.
- Evaluates the performance of school psychologists and addresses performance concerns in partnership with school-based administrators.
- Regularly monitors data related to psychological services to evaluate necessary programmatic adjustments and provides updates to the Assistant Superintendent of Student Services as requested.
- Evaluates professional development needs of psychological services personnel and executes a regularly scheduled calendar of robust professional development offerings.
- Performs other related duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of relevant public-school law, ethics, and professional standards for psychology and support services
- Knowledge of principles and practices of administration and supervision of employees.
- Knowledge of and successful experience in sound fiscal practices, including budget preparation, control, and management of district resources.
- Ability to advocate appropriately and professionally for understanding and support on issues that directly impact the effectiveness of psychology practice and the high-level needs of vulnerable students
- In-depth knowledge of child development K-12
- Demonstrated expertise in leadership skills and the ability to troubleshoot complex problems
- Thorough knowledge of evidence-based strategies.
- Ability to work and communicate effectively with people to focus resources toward the achievement of district expected results

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to utilize educational data for decision-making
- Ability to recommend appropriate strategies for social, emotional, mental, and behavioral needs of students
- Ability to coordinate and facilitate professional development
- Ability to maintain confidentiality with an understanding of the adverse effect on students, parents, and WS/FCS when it is broken.
- Ability to perform duties with an awareness of and adherence to all district requirements, policies, and procedures
- Strong oral and written communication skills
- Strong organizational skills and strong attention to details
- Ability to plan, organize, prioritize, multitask, work independently, and meet deadlines
- Ability to set standards and measure production
- Ability to develop, plan and implement short- and long-range plans
- Ability to work effectively with individuals at all levels of the organization
- Ability to perceive the impact and implications of decisions
- Knowledge of computer systems and software used in functional areas
- Skilled in process improvement and measurement strategies

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Minimum: 60 hours master’s degree in School Psychology from an approved school psychology training program, plus a one-year internship providing psychological services
- Minimum: Five years of experience as a school psychologist, preferably with supervisory experience or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities

**CERTIFICATION AND LICENSURE REQUIREMENTS:**

Must be certified as a school psychologist by the State of North Carolina. Must possess a valid North Carolina driver’s license.

**Pay Grade D2 - Full-Time - 12 Months - Minimum Monthly Salary \$6,150.83**

**When applying, please make sure to include all prior experience in your application.**

**Please provide at least two references. One must be the current or most recent supervisor and the other a previous supervisor.**

*Shift Type*

**Full-Time**

*Salary Range*

**Per Month**

*Location*

**Student Services**

**Applications Accepted**

*Start Date*

**06/23/2022**