

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8635  
Pay Grade: E07

FLSA: -Exempt  
PTS

<b>MANAGING OFFICER, PSYCHOLOGICAL SERVICES</b>
<b>REPORTS TO:</b> Executive Director, Student Services
<b>SUPERVISES:</b> Instructional Staff Support Staff
<b>QUALIFICATIONS:</b> Master's degree. Florida certification as a School Psychologist. Five (5) years experience as a School Psychologist or in a closely related field. Have some administrative experience and/or training.
<b>MAJOR FUNCTION</b> Supervisory position with the combined responsibilities of directing the professional functions of staff school psychologists and educational diagnosticians acting as the chief psychologist consultant for the school system, as well as performing section administrative duties such as budgeting, goal setting, program planning, monitoring, auditing and evaluating.
<b>ESSENTIAL RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Selection and supervision of personnel in Psychological Services</li><li>• Serving as liaison between the schools, community, agencies and medical programs to facilitate increased coordination</li><li>• Directing the research and evaluation activities of the section, including monitoring systems to document program activities and success effectiveness</li><li>• Developing and proposing budgets for School Psychological Services</li><li>• Selecting and recommending school psychologists and personnel for employment</li><li>• Monitoring and auditing the functions of psychologists and diagnostic personnel</li><li>• Selecting and recommending secretaries for employment</li><li>• Monitoring and evaluating the functions of secretaries serving school psychologists</li><li>• Selecting, placing and evaluating employed school psychologists and interns, and educational diagnosticians</li><li>• Selecting and placing school psychology practicum students and externs</li><li>• Scheduling and conducting regular staff meetings</li><li>• Developing and monitoring a school assignment plan for Psychological Services staff</li><li>• Designing and/or implementing school personnel training programs in developmental psychology, group processes, behavior modification, use of psychological services, learning theory, etc</li><li>• Selecting, arranging and/or conducting in-service training programs for school personnel</li><li>• Applying psychological and scientific methodology for the purpose of identifying significant programs encountered by schools</li><li>• Performs other related duties as required</li></ul>

**MANAGING OFFICER, PSYCHOLOGICAL SERVICES**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 2/75; REVISED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, TITLE, PAY SCHEDULE, MF, ER, ADA,10/12 LM; BOARD APPROVED: 2/25/14

## MANAGING OFFICER, PSYCHOLOGICAL SERVICES

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Managing Officer, Psychological Services –PTS