



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/26/2024

Coordinator, Diagnostic and Psychological Services

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education, and Procedural Support.

Job Overview

The Coordinator, Diagnostic and Psychological Services, assists the Supervisor of Diagnostic and Psychological Services in coordinating psychological services and mental health programs and in providing guidance, leadership, and supervision to the school psychologists, licensed psychologists, and educational diagnosticians.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Coordinates various psychological services and division-wide mental health programs for general education and special education students
- Assists the Supervisor in the recruitment, hiring, supervision and evaluation of school psychologists, licensed psychologists and educational diagnosticians
- Assists the Supervisor in developing and implementing procedures and guidelines related to psychological services and diagnostic protocols for special education and Section 504 regulations
- Assists the Supervisor in designing and delivering training and professional learning to staff
- Works collaboratively with the Early Identification Services Supervisor, the Multi-Tiered System of Support Supervisor, PBIS Coordinator, RTI Coordinator, and other offices in the Department of Pupil Services and serves on various committees and leadership teams
- Coordinates services with Department of Mental Health, Substance Abuse and Development Services and other community agencies

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Advanced graduate or doctoral degree in school psychology or related field

Experience

Five (5) years of successful experience in public schools as a school psychologist with successful experience in a school psychology leadership position, or similar position with progressive leadership responsibility

Licenses and Certifications

Pupil Personnel Services License with an endorsement in school psychology; administrative endorsement or coursework in Educational Leadership

Knowledge, Skills and Abilities

- Proven professional/leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community agencies

Physical Requirements

The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without an accommodation.