

The Charter Institute at Erskine Shared Service Model

Role: Coordinator of Psychological Services and MTSS

Primary Purpose: The job of the Shared Service Coordinator of Psychological Services and MTSS is to improve the educational experience of students who have difficulty with learning and behavior and who need preventive psychological services through proper intervention, program of diagnosis and appropriate follow-up. This includes serving as the MTSS specialist within the schools and designing and implementing a MTSS process and procedure. The school psychologist will act as a liaison between the individual students they serve and the school special education coordinator serving also as a resource of information regarding special education programs and services.

Essential Institute Duties and Responsibilities:

- Assist with other duties assigned by the Director of Special Education
- Work with the Institute to develop the MTSS Policies and Procedures and a common platform for all schools to use, as well as any data reporting related to psychological service and MTSS.

Essential School Level Duties and Responsibilities (Psychological):

- Review referral information to determine the need for psycho-educational evaluation and/or follow-up
- Implement specified procedures for evaluation of students referred, including the completion of written reports of test results and the interpretations.
- Offer educational recommendations for individual students based on test results, observations, and background information.
- Serve as a member of the school placement committee/ IEP team following the evaluation of a student to offer information helpful in assuring services for the student.
- Participate in committee meetings to develop the Individualized Education Program {IEP} for students identified for Exceptional Education
- Assist Special Education teachers in effectively planning and carrying out the IEP's for students.
- Provide consultation to the parents, teachers, students, principals, and other school personnel.
- Complete follow-up studies with teachers to determine if recommendations and/or IEP's have proven effective for the student.
- Assist in developing appropriate procedures for referral, evaluation, and placement of students in Special Education Programs.
- Assist with developing comprehensive school mental health and behavioral health service delivery systems to include suicide prevention policies and practices, including suicide risk and threat assessment.
- Support the implementation of evidence-based efforts to prevent school violence, bullying, and harassment, and foster safe and supportive learning environments.
- Offer consultation in how to collect and analyze data that can be used in progress monitoring, help develop indicators of academic, social, emotional, and behavioral health of students.
- Assume responsibilities for own professional growth and development; for keeping up with the literature, research findings, and improved techniques; and for attending appropriate professional meetings and conventions.
- Assists in developing a successful program for future School Psychologist interns.

Essential School Level Duties and Responsibilities (MTSS):

- Provides training, consultation, professional development, and support to administrators, teachers, and school-based leadership teams to facilitate implementation of a Multi-Tiered System of Supports (MTSS) at the Institute and school levels.
- Meet regularly with school teams focused on MTSS for students to help them analyze data, identify students who need additional support, develop the necessary support, determine if additional analysis is needed, and set up monitoring systems.
- Supports implementation of MTSS through the coaching of individual teachers or teams of teachers in diagnosing learning and behavior barriers and selecting appropriate interventions.
- Provides coaching support for teachers and staff in research-based multi-tiered systems of support for behavior in the identified schools.
- Assists in monitoring the fidelity of implementation of MTSS at the school level including both academic and behavior support systems.
- Attends professional development and Institute-level MTSS meetings.
- Models skillful use of data to inform decision making
- Performs other duties as assigned.

Requirements:

- Valid South Carolina certification as School Psychologist with five or more years of experience. Experience with implementing and developing MTSS policies and procedures.