

Job Description: Program Specialist

Under the supervision of a Licensed Psychologist and a Certified School Psychologist, the Program Specialist will administer, score and interpret the results of diagnostic testing for children in public and private schools, and will consult with school faculty, administration, and parents/guardians of students regarding special education regulations and other matters germane to the delivery of special education services to appropriately qualified children. Using computerized scoring software and other report-authoring aids, the Program Specialist will create literate, highly individualized reports of the strengths, weaknesses and needs of each child evaluated, including specific recommendations for educational, behavioral and social-emotional interventions as appropriate and deliver these reports in draft form for review and approval by a Certified School Psychologist and licensed professional psychologist.

1. The Program Specialist will possess *extremely* well-developed social and written communication skills and will continually develop these skills through a mentoring relationship with a Licensed Professional Psychologist and Certified School Psychologist supervisor.
2. The Program Specialist has had graduate-level training and practical experience in the use of the **Wechsler Intelligence Scales** and **Wechsler Individual Achievement Test** developed within the past five years.
3. In addition, acquisition of expertise in the following measurement techniques will be required:
 - **Behavior Rating Scales (BASC, Conners, CANS, Brown, Vineland)**
 - **Wechsler Abbreviated Scale of Intelligence (WASI)**
 - **Wechsler Preschool and Primary Scale of Intelligence (WPPSI)**
 - **Universal Nonverbal Test of Intelligence (UNIT)**
 - **Beery-Buktenica Developmental Test of Visual-Motor Integration (VMI)**
4. The Program Specialist will receive in-service training and supervision as necessary from a Licensed Professional Psychologist and Certified School Psychologist to assure competence in the administration, scoring and interpretation of test results using any test instruments, and will receive ongoing training and supervision in the construction of thorough and comprehensive Evaluation Reports suitable for the successful defense of a child's special education classification and needs. Training and supervision in the use of computerized scoring and electronic data transmission methods (to comply with HIPAA regulations) will be ongoing.
5. The Program Specialist will collaborate with Behavioral Health Rehabilitation (BHR) Service providers who deliver Mental Health Treatment and behavioral support to children in the child's school, home, and/or community, and will facilitate the incorporation of behavioral supports into the child's Individual Education Plan (IEP) as necessary to comply with Individuals with Disabilities Education Act (IDEA), as amended.
6. The Program Specialist will provide teacher consultations regarding student disruptive behavior problems and learning problems, student and parent consultations regarding behavioral or learning concerns, organizational consultations with school administration concerning policies and procedures, consultations regarding Special Education regulations and implementation strategies, and participates in Child Find activities at assigned schools.
7. The Program Specialist will perform a *Functional Behavior Assessment* (FBA) as necessary to investigate the reason(s) underlying the child's display of aberrant behavior and uses data collected from this procedure to design appropriate Behavior Support Plan(s) for the child in school that can be implemented in conjunction with any Behavioral Treatment Plan(s) that may be in existence as a result of the child's receipt of BHR Services. Active participation by the child and his/her parent/guardian(s), and the child's school faculty and administration will be

encouraged by the Program Specialist, who solicits input from these parties in the creation of all diagnostic reports or behavior support plans.

8. The Program Specialist consistently attends regularly scheduled supervision sessions with the Licensed Psychologist and Certified School Psychologist supervisor to acquire and maintain expertise in diagnostic testing, electronic scoring and report composition skills.
9. The Program Specialist promptly consults the Licensed Psychologist and Certified School Psychologist supervisor in the event of any conflict or controversy regarding the implementation of any proposed behavior support plan, diagnostic assessment procedure, or Evaluation Report.

Minimum Staff Qualifications

- Master’s level mental health professional with documented training in Psychoeducational assessment methods (WISC, WIAT) and an ability to acquire expertise in the use of other Psychoeducational assessment methods as necessary
- Supervised by a Licensed Psychologist and a Certified School Psychologist
- Clearance via *Child Abuse, FBI* and *Criminal Background* checks.
- Additional qualifications as specified from time to time by regulatory agencies or employer.

Compensation

Compensation will depend upon training and experience, with a minimum starting rate of \$26 hourly. Higher compensation will be paid to Program Specialists who require less training in test administration, scoring, interpretation and report composition. Compensation for travel time to school sites is at full pay rate. Paid Time Off is available after six months of employment, with health insurance (including vision, dental and prescription plans) and other benefits available. The Institute for Behavior Change is an Equal Opportunity Employer and does not discriminate against anyone, ever.

Agreed to and Accepted:

_____ *Seal* _____
Program Specialist Date

_____ *Seal* _____
Executive Director Date