

JOB TITLE:

School Psychologist/504 Coordinator with opportunities to cover Special Education Coordinator duties, if desired

COMPENSATION:

\$37,870 - \$55,613, depending on placement on the collective gaining salary schedule; prorated for FTE.

POSTING DATE:

5/19/2023

POSITION SUMMARY:

The School Psychologist is responsible for providing psycho-educational services to referred students, participates in multi-disciplinary referral meetings, determines appropriate placement with the multidisciplinary team and contributes to the development of IEPs, provides consultative services to provide information regarding learning style, classroom management, and behavior modification to enhance student achievement, and is responsible for individual or group short-term counseling including making recommendations regarding outside counseling sources. **The Section 504 Coordinator** is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting disability discrimination, to prevent discrimination against students, employees, and others of the basis of disability, and to ensure compliance with all procedures and procedural safeguards required under Section 504, ensures that services, activities, and facilities are accessible to and usable by a person with disabilities and that staff understand their responsibilities under Section 504. **The Special Education Coordinator** assists in developing SPED policy and protocols and by holding department meetings and child study meetings, reviews all school IEPs to ensure quality and compliance and ensures accuracy of information, coordinates with principals regarding caseloads, schedules, special education transportation needs, and special education state assessment processes ensuring the district is in alignment with law and requirements, oversees special education eligibility and re-evaluation processes and coordinates all related services for special education placement, participates and facilitates Manifestation Determination Review, coordinates with Child Find referral activities, and assists with behavioral strategies for special education students.

DESIRED MINIMUM QUALIFICATIONS:

Successful applicants will be appropriately licensed and endorsed from the Montana Office of Public Instruction, have a working knowledge of current laws, regulations, and guidelines related to disability discrimination in public schools, including Section 504, as well as rules and guidelines adopted by OPI and the U.S. Department of Education's Office for Civil Rights (OCR), have training and knowledge of educational laws, specifically civil rights in education, or professional-level experience investigating or auditing civil rights laws in educational institutions, and demonstrate an understanding of child and adolescent developmental issues.

REPORTING RELATIONSHIP:

Reports to the Superintendent.

TERMS OF EMPLOYMENT:

1. This position is a 0.5 - 1.0 FTE depending on duties, 166-day contract days based on a 4-day school week calendar.
2. Position qualifies for insurance and retirement benefits.

Collective gaining agreement is available at school website, <https://www.rollontigers.org/>

CLOSING DATE:

Open Until Filled

EQUAL EMPLOYMENT OPPORTUNITY:

Manhattan School District #3 is an equal opportunity employer and does not discriminate in regards to race, color, religion, nationality, sex, age, marital status, or disability.

APPLICATION PROCEDURE:

Complete a certified application which is available on the school website, www.rollontigers.org or in the Manhattan School District Office. Please return your application, resume, and three letters of recommendation to the District Office, along with a copy of your teaching certificate and transcripts or you may email your documents to info@mhstigers.org. Upon recommendation for hire, candidates will be provided a packet of payroll forms to include a fingerprint background check.

CONTACT INFORMATION:

Email all application materials to info@mhstigers.org