

Supervisor of Pupil Personnel Services Program Matrix/Checksheet

Area	Course(s)	Completed
I. Knowing the Content		
I. A. Role and function of pupil support services		
educational specialist certification areas	SPSY 500 or CNED 503 or CNED 504	
responsibilities of educational specialists	SPSY 500 or CNED 503 or CNED 504	
scope of services and integration of services with educational programs	SPSY 500 or CNED 503 or CNED 504	
organization and administration	CNED 508 and Internship	
educational testing and evaluation	EDPSY 450	
I. B. Role and function of the pupil personnel services supervisor		
identifying staff development needs & human resources	EDADM 565, CNED 508, and Internship	
organizing, facilitating, and evaluating personnel and services	EDADM 565, CNED 508, and Internship	
budget planning and integrating district and school priorities	EDADM 565, CNED 508, and Internship	
apply effective job analysis, supervisor techniques, staff appraisal	EDADM 565, CNED 508, and Internship	
negotiating and managing staff conflicts	EDADM 565, CNED 508, and Internship	
student testing and assessment	CNED 525 or SPSY 559	
I. C. Theories and models of pupil services supervision		
clinical and developmental	SPSY 510 or CNED 589	
cognitive and peer coaching	SPSY 510 or CNED 589	
observation and conferencing	SPSY 510 or CNED 589	
collaborative teaming	SPSY 510 or CNED 589	
I. D. Theories of organization that promote school/learn culture		
collaborative planning process	CNED 508 and Internship	
team-building and shared best practices	CNED 508	
human and social development and group dynamics	HDFS 529 and EDPSY 512	
I. E. Pupil personnel services development processes		
research, applied theories, and informed practice	SPSY 597B and (EDPSY 475 or CNED 597F)	
tests and measurement	CNED 525 or SPSY 559	
case management	CNED 595A or SPSY 595A	
program planning and evaluation	EDPSY 560	
I.F. School organization structures that support service		
class scheduling alternatives	EDPSY 512, SPLED 501, and Internship	
school facilities and classroom design	EDPSY 512, SPLED 501, and Internship	
infusion of technology into service delivery	SPSY 500 and Internship	
II. Performance		
II.A. Designing and monitoring pupil service delivery systems	CNED 508 and Internship	
II.B. Constructing alternative methods of providing services	CNED 508 and Internship	
II.C. Evaluating program effectiveness	CNED 508, EDPSY 560, and Internship	
II.D. Identifying staff development needs and resources	CNED 508 and Internship	
II.E. Planning activities to address needs of the ed program	CNED 508 and Internship	
II.F. Integrating pupil services into the instructional program	CNED 508 and Internship	
II.G. Budgetary planning for delivery of services and personnel development	CNED 508 and Internship	
III. Professionalism		
III.A. Professional organizations, publications and resources	SPSY 500 or CNED 503 or CNED 504	
III.B. Integrity and ethical behavior, professional conduct (Penn Code of Prof Practice and Conduct for Educators), and local, state and federal laws and regulations	SPSY 500 or CNPSY 592	
III.C. Collaborating with school colleagues and other professional Social service providers to improve student learning	CNED 508 and Internship	
III.D. Communicating effectively with parents/guardians, other agencies and the community at large to support learning by all students	CNED 508 and Internship and (SPSY 595A or CNED 595A)	
Exit criteria – completion of all courses and practica, minimum GPA of 3.0, no grade lower than B-plus the PRAXIS ED Leadership, Admin & Supervision (code 0410)		