



# Ohio School Psychologists Association

<b>Job Title:</b>	Private Practice Chair (Non-voting)		
<b>Time Commitment:</b>	See additional notes	<b>Travel Required:</b>	Quarterly Board Meetings
<b>Reports To:</b>	Executive Director	<b>Works With:</b>	Executive Director, Business Manager, Officers and Executive Board members, organization and committee members

## Job Description

### PURPOSE OF POSITION

- To address the professional needs of members in private practice
- To educate the OSPA membership regarding private practice licensure
- To provide OSPA members with information and resources about private practice;
- To provide members with information regarding the establishment and maintenance of a private practice;
- To offer a mentorship program for those in private practice.

### ROLE AND RESPONSIBILITIES

- Submit articles to *The Ohio School Psychologist* journal about issues impacting the private practice of school psychology.
- Hold committee meetings during OSPA meetings (Spring & Fall) to facilitate attendance.
- Arrange for a table at OSPA conferences so that members can pick up FAQ Sheet about licensing.
- Have committee members present to help answer questions regarding private practice.
- Invite representatives from the Board of Psychology (Executive Director and/or Board members) to help with Q & A.
- Respond to contacts who reach out for information regarding private practice issues.
- Keep brief minutes of committee meetings to share with OSPA Board & membership.
- Attend OSPA Board meeting as deemed necessary.
- Share private practice updates in the Ohio School Psychologist.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Executive Board members must be active OSPA members in good standing and voting members of the Association (excluding intern members). The Private Practice chair must be actively engaged in private practice with an independent school psychology license through the State Board of Psychology.

### PREFERRED SKILLS

Good oral and written communication skills  
Strong ability to recruit and retain committee members

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**ADDITIONAL NOTES**

Appointments are ongoing unless the person resigns or is removed by the Executive Director, subject to majority approval of the Planning and Fiscal Advisory Committee. Time commitments will vary depending on the specific committee or organization with which you are affiliated. The OSPA Operations Manual provides guidance regarding activities