

Job Description

Elida Local School District

LOCATOR INDEX: 600

Title: School Psychologist
Reports to: Special Education Director (SED)
FLSA Status: Exempt

Description:

To work with administrators, teachers and parents in the areas of administering assessments, data analysis, assessment interpretation, professional training and support in order to provide identified students with opportunities to succeed in the educational setting and improve student achievement.

NOTE: The below lists are not ranked in order of importance

Essential Duties: (but not limited to)

- Ensure Safety of all Students
- Maintains confidentiality in all matters pertaining to school business and activities in regards to students, teachers, administrators, and parents
- Represents Elida Local Schools in a positive manner with tact and diplomacy in all communications
- Assists, as needed, in kindergarten screening activities and provides “follow-up” information to administrators and SED
- Works with issues and activities in regards to pre-school students and assessment of students whose parents request “Early Entrance” to school
- Serves as a consultant to teachers, supervisors, and administrators in issues relating to special education
- Completes periodic re-evaluations of special education students as directed by law and/or SED
- Collaborates with agencies at the national, state, and local levels to assist in providing comprehensive services to students in the Elida Local School District
- Conduct psychological and academic assessments
- Interpret all assessments and data to facilitate the educational team in determining student qualification of special education services
- Assess students’ emotional and behavioral needs and interpretation of the assessment results
- Develop written report that reflects the results of the individual differentiated referral and evaluation process
- Assist educational staff and parent/guardians in developing, implementing, or modifying instructional strategies, behavior management procedures, intervention strategies, and follow-up activities
- Consult with school personnel in the development of educational evaluations based on student needs
- Lead educational team members through an Evaluation Team Report indicating the results to facilitate the team in determining student needs, implications, and eligibility
- Consult with parent/guardians, educators, and other team members regarding the most appropriate educational environments for children with specific needs
- Assist with and/or provide staff professional development regarding student needs (academic, behavioral, social/emotional, etc.)
- Participate in Intervention Assistance Team meetings as needed to determine research-based tiered interventions to meet specific needs of students and promote continued progress
- Lead educational team members through and facilitate in writing Section 504 Plans for a student the team deems eligible
- Provide and participate as needed in crises prevention and intervention services
- Connect families with community services providers as necessary including helping families understand children’s learning and emotional needs
- Assist families, educational team members, other agency team members in navigating special education processes

- Facilitate in collecting and analyzing data on risk and protective factors related to student outcomes
- Facilitate in planning of services across the district, buildings, classroom, and individual levels
- Maintain up to date knowledge on Ohio Department of Education requirements including Procedural Safeguards that govern Special Education policies and procedures
- Produce and maintain appropriate records, logs, and documentation
- Attend/lead meetings (IEP, ETR, Section 504, etc.) and sign as the district representative any time the acting Special Education Director is unable to attend
- Other duties as assigned by the Superintendent and/or Special Education Director

Travel Requirements:

- Travel to/from locations who serve Elida students including but not limited to the following: Allen County Board of Developmental Disabilities, Bath Local Schools, High Road School of Lima, Temple Christian School, Allen County ESC ED/Alternative Programs, Allen County Juvenile Detention Center, Gold Leaf Behavioral Services/other Scholarship Providers (Reimbursed as appropriate)
- Travel to/from any county/state agency meetings as needed for meetings and/or professional development (Reimbursed as appropriate)

Qualifications:

- Masters Degree or Education Specialist (Ed.S.) degree in school psychology from an accredited graduate degree program
- 1200-hour internship
- Passing Praxis School Psychologist exam
- A valid state certificate/license to practice as a School Psychologist

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Board Adopted: 11-22-05

Board Adopted: _____