

**Special Education Autism Liaison/School Psychologist**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**  
**Dept: Special Education**

**TITLE: School Psychologist**

**QUALIFICATIONS:**

1. Master's degree in School Psychology.
2. Five or more years experience as a school psychologist.
3. Certified as a school psychologist by the State of North Carolina.
4. Valid North Carolina driver's license.

**REPORTS TO:** Director of Special Education and Related Services

**JOB GOAL:** To facilitate learning and promote the cognitive, social and personal development of all students; to assist with addressing federal and state requirements regarding procedural and instructional accountability; work as a liaison with parents, school personnel and community services to ensure implementation of required policies and procedures affecting students with disabilities of the New Hanover County Schools.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Attend building level IEP meetings to assist building level administrators in resolving issues relating to the delivery of special education services.
3. Provide technical assistance to special education classroom teachers in developing appropriate IEP's, structuring classrooms and developing behavior management plans.
4. Observe special education teachers and students to provide feedback to teams and leadership.
5. Team with support specialists, teachers, and other school personnel in the delivery of services; plan, conduct, and assist in staff development activities.

6. Support the school program, cooperate with others to accomplish its goals, coordinate program services with other student services and maintain records in accordance with established rules, regulations and ethical standards.
7. Identify and assess the learning, development characteristics and needs of individuals and groups of students, as well as the environmental factors that affect learning and adjustment. Use assessment data about the student and his/her environment in developing appropriate interventions and programs.
8. Provide intervention to students to support the teaching process and to maximize learning and adjustment.
9. Provide consultation to parents, teachers, other school personnel and community agencies to enhance the learning and adjustment of students.
10. Assist in the planning, development and evaluation of programs to meet the identified learning and adjustment needs of students.
11. Apply ethics and standards of professional practice in the delivery of school psychological services and observe relevant laws and policies that govern practice.
12. Participate in continuing education and professional growth activities related to special education and school psychology.
13. Communicate effectively with students, parents and school staff.
14. Perform related duties and responsibilities as requested by the Director and/or principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** State school psychologist salary scale

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of federal and state statutes and regulations regarding provision of services to students with disabilities.
- Ability to exercise independent judgment in determining eligibility, type of services to be provided, and placement of students with disabilities in the least restrictive environment.

- Knowledge of the principles and practices of testing and interpretation of test data.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Thorough knowledge of the current literature, trends, methods and developments in the area of school psychological services.
- Ability to screen, evaluate and provide required psychological services.
- Considerable knowledge of psychological services appropriate for school age children.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.