



School Psychologist

Reports To: Director of Special Services

SUMMARY

Perform evaluative/diagnostic duties of students referred for evaluation of suspected educational problems. Assist with the development of educational plans to meet the specific needs of students who would qualify for special education services as prescribed by local rules and regulations, state rules and regulations, and federal rules and regulations governing service to students with disabilities. Work as a team member to complete testing and submit all paperwork, documentation and reports in a timely manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluate and diagnose specified deficits of students within the school district
- Interpret data collected from evaluations of referred students
- Integrate assessment data into a concise, organized and educationally relevant evaluation report
- Share information in a report format so that parents, staff and others are able to understand
- Maintain compliance with state and federal rules for establishing special education eligibility and completing evaluations
- Provide counseling for identified students
- Educate school personnel and parents in the use of positive behavioral supports
- Model and guide the appropriate implementation of academic and behavioral intervention plans
- Complete evaluations as set forth in local, state and federal rules and regulations
- Follow all school district policies and procedures
- Assist with pre-intervention activities of students
- Promote positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times
- Provide leadership with all staff members in maintaining the necessary confidentiality of information as it relates to students and staff
- Maintain a respectful environment and open communication with students
- Identify strengths and weaknesses in students
- Support and assist building staff in maintaining order and appropriate behavior among students
- Attend all required professional development activities and meetings
- Demonstrate high standards of professionalism and ethics
- Perform other duties as assigned

QUALIFICATIONS

- **Education and/or Experience:** Requires an Educational Specialist or Doctorate degree from an accredited college or university with emphasis in Psychology. Clinical experience as required by training program to be eligible for certification.
- **Interpersonal Skills:** Seek a cooperative working relationship with the district staff. Exercise mature and professional judgement in professional dealings with others. Establish a school climate which will prompt appropriate student discipline. Maintain confidentiality of information concerning colleagues, students and parents.
- **Other Skills and Abilities:** Ability to work well with students with multiple ability levels and make modifications and/or accommodations for students in the regular classroom. Appropriately communicate with students, parents, district staff and members of the community. A strong knowledge of special education rules and regulations. Ability to exercise good judgment while working in a dynamic environment. Ability to be flexible, organized and take initiative. Exhibit a willingness to participate in planned meetings and district trainings as well as grow professionally.
- **Knowledge:** Possess a knowledge of the Rules and Regulations Governing Students with Disabilities in Wyoming Public Schools and local rules and regulations. Possess a knowledge of “Disabling Conditions” in all categories of possible service to students under the rules and regulations prescribed by federal, state and local mandate. Ability to calculate accurately specific mathematic applications in the development of “formulas” that are attached to diagnostic evaluation instruments. Knowledge of curriculum-based measurement, research-based practices in effective instruction and the ability to plan comprehensive academic interventions. Experience conducting behavioral assessments, functional analysis, and developing and implementing behavioral or social interventions.
- **Certificates, Licenses, Registrations:** Wyoming School Psychologist certification as issued by the Wyoming Department of Education or Wyoming Professional Licensing Board. Seclusion and Restraint certification is required for all Special Education Staff.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Possess visual acuity and stamina to work at a computer monitor for at least part of each day. Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff and parents, as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. The position also entails significant walking, bending, standing, stooping and possible physical interventions in order to maintain a safe learning environment. Assignment may require the ability to physically move students or equipment weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify, or delete any aspect of this job at any time as it deems advisable.
