



## JOB DESCRIPTION

**TITLE:** School Psychologist

**CONTRACT:** 10 Months

**REPORTS TO:** Director of Special Education

**LOCATION/DEPARTMENT:** OPS Elementary Schools

**POSITION SUMMARY:** All employees of the Otsego Public Schools, including the School Psychologist, are expected to display a positive, caring, nurturing attitude and a genuine desire to assist all students and staff when necessary to maintain a safe and orderly environment.

The School Psychologist provides assessment and educational planning, to help special education and suspected special education students achieve maximum benefit from their educational programs.

### RECOMMENDED EMPLOYMENT QUALIFICATIONS

**EDUCATION:** Ed. Specialist degree in school psychology or its equivalent. Meet all state requirements for School Psychologist certification.

**EXPERIENCE:** Some experience working in schools strongly preferred.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** See Education

### SKILLS, DUTIES AND RESPONSIBILITIES

- Ability to define problems, collect data, establish facts, draw valid conclusions, and write reports.
- Communicate effectively and relate positively with students, parents, staff, and other members of the community.
- Ability to work with computer, software and other technology.
- Ability to read and respond to communications.
- Ability to interpret research and data.
- Ability to speak to individuals one-on-one and facilitate group discussions.
- Attend Intervention PLC meetings to problem solve and help develop interventions/accommodations/modifications for students having difficulty in school.
- Evaluate students referred as potential candidates for Special Education services and programs and present a report on students evaluated. Tests may include intelligence, achievement, functional, and perceptual motor.
- Facilitate Student Assistance Team (SAT) meetings and maintain records. Provide input to SAT team on intervention strategies.
- Provide comprehensive evaluations to students 0-25 in countywide programs as assigned by the Director of Special Education.
- Administration of comprehensive evaluations as required by the State and Federal laws and our organization.
- Consultation with school personnel, parents and outside agencies concerning the assessment of students.
- Interpret results of evaluations to parents, teachers, school administrators and other involved persons.

- Attend IEPT/MET meetings as a diagnostic staff member for children suspected or determined eligible for Special Education Programs and Services.
- Consult with regular education teachers in order to provide them with alternative teaching/management techniques for students experiencing difficulties in their classrooms.
- Serve in a consultative role for Special Education teachers who are servicing students in their programs.
- Do individual and/or group consulting with students, teachers, parents and administrators when requested.
- Maintain professional competence in the field which may include attending and participating in professional organizations, workshops, and conferences; reading professional journals and other related publications; and additional coursework.
- All other duties to be assigned by the Director of Special Education and Superintendent, as they see appropriate. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

**REQUIRED:** see Education; Capturing Kids Hearts training to be completed within the first two years of employment

**PHYSICAL REQUIREMENTS:** Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk; occasional stooping, bending, and reaching. Close vision is required to perform computer related tasks. Ability to lift up to 50 pounds.

Work Environment: The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** Non-union, 10 month employee that follows the OEA - CBA

**Salary and Benefits Information:**

- Salary Range and Benefits: Non-union position, but follows the Otsego Educational Association contract