

Job Description
MOORE PUBLIC SCHOOLS

Job Title: School Psychology Resource Specialist

Qualifications:

Credentials: Nationally or State Certified School Psychology/Psychometry

Education: M.S. Educational Psychology/School Psychology/Educational Diagnostics/Psychometry or related field

Training or Experience Required: Experience directly related to the screening, assessment, and or comprehensive evaluation of students' academic, behavior, psychological/emotional, adaptive, socio-cultural and developmental skills to determine eligibility for special education services or targeted educational interventions for improved student outcomes.

Special Skills, Knowledge, Abilities:

Communication Skills (oral or written): Enhanced communication skills to exchange information, give/receive simple to complex instructions and feedback to respond to inquiries in the form of documentation, using correct grammatical structure and English, vocabulary, and spelling. This incumbent will compose correspondence, train and direct others and provide complex instructions to others through consultation, public speaking, and professional presentations.

Data Recording/ Keeping: Performs data recording/record-keeping duties/tasks to properly and legally document procedures, policies, and best-practices in the screening, assessment, evaluation, or instruction of students through filing or electronic computerized records. This incumbent will use data to identify students at-risk for academic failure, develop appropriate interventions to target skills, and determine expected student growth rates to measure intervention effectiveness towards goals.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex and sensitive/confidential records, IEPs, academic plans, medical records, psychological and medical reports, and official educational documentation.

Technology: Uses software such as Microsoft Word, Excel, PowerPoint, OneDrive, Outlook, OneNote and others on desktop/laptop computers to create forms, document

progress, and write reports. Uses educational software to administer assessments to students via ipads and electronically score student responses.

Legal Requirements: Has extensive knowledge of the federal and state laws related to the identification and evaluation of students to determine eligibility of special education services; Has knowledge of the latest, evidence-based academic and psychological evaluation intervention and practices to provide improved student services.

Site: **Various**

Reports To: **Director Special Services**

Job Goal (Purpose of Positions):

The goal of this position is to improve or maintain students' level of psychological functioning and mental well-being to facilitate optimal learning through screening, evaluation and treatment. This incumbent performs professional duties under minimal supervision, utilizing discretion, ingenuity, independent judgment and flexibility due to the complexity of the job. This person will assess and determine eligibility for special education services for students with disabilities. As part of school-level education teams, the incumbent will identify students at-risk for academic failure who may/may not have disabilities, and design appropriate academic interventions through the Response to Intervention model to monitor academic progress. In addition to the duties described above and required of a School Psychologist/Psychometrist, this position requires the incumbent to provide consultation, training and professional development to other school staff on procedures involving student mental/psychological needs, interventions, services, or supports.

Contact with Others:

An incumbent in this position has regular contact by telephone, email, or in-person with the public to determine actual information needed to perform job duties. Job requires interpreting and translating facts and information, explaining situations and issues to support and certified staff, administrators, specialists, students and families and advising them of appropriate actions; Maintains confidentiality and professionalism at all times.

Other Performance Measures:

Knowledge of subject matter: Cares for and effectively assists students with special needs; Establishes guidelines for effective diagnostic / testing objectives; Encourages effective learning with proper testing techniques; Ensures students are acquiring skills and knowledge to apply principles, theories or other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; Maintains proper discipline in testing setting.