

**Job Title:** Licensed Specialist in School Psychology, Special Education Coordinator

**Exemption Status/Test:** Nonexempt

**Reports to:** Director of Special Education

**Dept./School:** Special Education/ Assigned Campus

**Date Revised:** February 1, 2022

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## **Primary Purpose:**

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred to special education services.

## **Qualifications:**

### **Education/Certification:**

Master's degree in psychology from accredited college or university

Valid Texas license as a licensed specialist in school psychology granted by the Texas State Board of Examiners of Psychologists

Special Knowledge/Skills:

Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes

Knowledge of prevention and intervention strategies, including behavior management interventions

Knowledge of psycho-social development

Strong consultation skills for conferencing with teachers, parents, and students

Excellent organizational, communication, and interpersonal skills

### **Experience:**

Two years experience providing psychology services in an educational setting

## **Major Responsibilities and Duties:**

### **Assessment**

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.
2. Score and interpret test data.
3. Develop psychological evaluation reports and behavior management plans.
4. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
5. May serve as case manager and implement the special education assessment process for students on assigned campuses.

### **Consultation**

6. Conduct group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems.
7. Serve as consultant on mental health topics for instructors in the school health program.
8. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.
9. Provide staff development training in assigned schools to assist school personnel with

identification and understanding of students with emotional, social, and behavioral disturbances.

10. Meet with parents to discuss pertinent background information and test results.
11. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.
12. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

### **Program Management**

13. Develop and maintain effective individual and group relationships with students and parents.
14. May provide clinical supervision to intern or trainee.
15. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
16. Assist in the selection of assessment materials and equipment.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
18. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.
19. Comply with all district and local campus routines and regulations.
20. Participate in professional development activities to improve skills related to job assignment.

### **Communication**

21. Maintain a positive and effective relationship with supervisors.
22. Effectively communicate with colleagues, students, and parents.

### **Coordination**

23. Compile and ensure the integrity of various data (SPP, Child Find, etc.).
24. Support and monitor the campus-initiated referral process for special education.
25. Respond to parent requests for special education evaluations according to federal, state, and local rules.
26. Provide district-approved training concerning district special education processes, procedures, and practices.
27. Assist in disseminating information to relevant district staff.
28. Respond to special education inquiries from parents and staff.
29. Assist with activities concerning compliance and performance (continuous improvement, self-assessment, etc.).
30. Assist in generating solutions to special education challenges at the campus and district level.
31. Assist the director of special education with other projects and duties as assigned.

### **Supervisory Responsibilities:**

None.

### **Mental Demands/Physical Demands/ Environmental Demands:**

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities. May be required to use district-approved physical restraint procedures.

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## Argyle ISD

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_