

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Nonpublic School Services **DATE:** May 21, 2003
School Psychologist **REVISED:** August 13, 2014

REPORTS TO: Director of Nonpublic **APPROVED BY:** Board of Directors
School Services

JOB SUMMARY: Promote student performance and well-being through services such as consultation, assessment, problem identification, design of individualized prevention and intervention strategies, and identification of additional resources.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Conduct diagnostic assessments of individual students for the purpose of determining needs.
2. Ensure that all parental and school permissions are obtained before working with students.
3. Communicate information relative to the child's learning and behavioral needs, as well as interventions and/or prevention strategies to the appropriate Act 89 staff, nonpublic school personnel and parents.
4. Function as a team member on all referrals.
5. Organize, manage and implement psycho-educational testing, scoring and reporting services in a prompt and timely manner.
6. Maintain the required records, reports and data collection procedures.
7. Participate in professional development and "best practice" activities and remain current in all aspects of school psychology.
8. Confer with program director and contribute to efforts for program improvement.
9. Consult, collaborate and cooperate with others involved with a student's well-being and school performance.
10. Create and maintain a system of liaison referrals and follow up for psychological support resources available outside the school.
11. Perform other duties as assigned by Director of Nonpublic School Services.

QUALIFICATIONS:

- One year supervised internship is required
- Master's degree in school psychology is required
- Pennsylvania School Psychologist certification required
- Submission of pre-employment medical examination (Section 1418 of the Pennsylvania School Code)
- Must have valid driver's license
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick up, feel and grasp objects, some stooping, bending kneeling and twisting of the body required
- Ability to lift and/or carry supplies weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Modified office and classroom environments
- Subject to inside environmental conditions
- Travel within the three county area required

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make good judgments and work under high level of stress
- Must be open to multiple diverse perspectives

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize task
- Ability to handle multiple tasks
- Ability to exercise good judgment
- Commitment to continuous learning

SPECIFIC SKILLS:

- Must possess excellent listening skills
- Must possess computer skills
- Must possess conflict mediation skills
- Ability to operate various office equipment
- Must possess counseling skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)