

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
EXEMPT CERTIFICATED POSITION DESCRIPTION**

**SCHOOL PSYCHOLOGIST 11-MONTH**

**POSITION:** School Psychologist 11 Month  
(eleven-month assignment)

**REPORTS TO:** Director of Student Services

**LOCATION:** Department of Student Services

**NATURE OF WORK:**

This is a professional position to meet the individual needs of students through educational assessment, psychological testing, direct consultation, and case management to support student progress and mental health in the General Education and Special Education populations. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

**ESSENTIAL FUNCTIONS:**

- Complete psychological evaluations within appropriate guidelines and provide interpretation of psychological evaluations to staff, parents, and students as appropriate;
- Provide interventive, consultative, and follow-up services in a variety of situations as needed;
- Knowledge of the principles and practices of psychological diagnosis and counseling as applied to children and the school situation;
- Knowledge of school system organization and operation;
- Ability to communicate effectively and to gain the confidence and cooperation of students, parents, and school staff; and
- Ability to administer and interpret psychological tests, formulate diagnoses, and generate educational interventions.
- Serve as a member of various pupil services and special education teams; and
- Serve as a resource person for relevant educational/psychological information.

**DUTIES AND RESPONSIBILITIES:**

The school psychologist will be responsible for performing the duties as described below. The eleven-month position will support the County Individualized Education Program during the summer and assist in program development and implementation for eleven-month and other specialized system initiatives. Additional responsibilities may be assigned by the Director of Student Services and the Supervisor of Student Services.

These examples are illustrative and not inclusive of the duties and responsibilities of the school psychologist:

- Consults with parents, teachers and other staff members regarding the improvement of educational programming for students;
- Administers psychological tests and analyzes the results of psychological evaluation in regard to its significance to the educational setting;
- Prepares reports outlining identified educational concerns, diagnostic evaluation, and recommended remedial measures for identified educational concerns,
- Participates as a member of the Pupil Services Teams (PST), School Improvement Teams (SIT), Individualized Education Program (IEP)/504 Teams, and other teams as appropriate;
- Plans and conducts in-service training sessions and provides individual consultation services for parents, teachers, and staff members;

- Provides counseling for students as per the request of the IEP Team;
- Participates in research projects, professional development activities, and continued educational experiences;
- Provides crisis intervention assistance to students, school staff, and the school community when needed;
- Participates in school and community activities to inform the public of school psychological services and to facilitate community partnership in education;
- Works collaboratively with other professionals; and
- Performs other related duties as assigned which are pertinent to the skills and background of the school psychologist.

**QUALIFICATIONS:**

- Certified or eligible for a certificate as a School Psychologist as required by the Maryland State Department of Education;
- License psychologist preferred

**TERM OF EMPLOYMENT:**

Full-time eleven-month position.

**SALARY GRADE RANGE:** The salary for this EXEMPT position will be based on EASMC salary schedule for eleven-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC

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