

Job Description

Position Title	School Psychologist		
Building	Varies	Department	District Office
Hours	Salaried	Supervisor	Superintendent of Schools/Building Principal
Band and Grade	C-43	Tools and Equipment	Classroom technology devices, i.e., iPad, Smart Board, laptop, applicable software, AV equipment, phone, and copier

Primary Function	Provides consultation, counseling, psychoeducational evaluation, research and planning to address individual student needs and to improve district-wide support systems.
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Essential Duties	
1	Evaluates students referred for special education and reevaluates students currently served by special education, including the selection of assessment tools; administration of tests/tools; scoring; and interpretation of results.
2	Writes psychoeducational reports interpreting assessment results and identifying appropriate interventions.
3	Attends Child Study Team and Individual Education Plan (IEP) meetings to discuss and determine students' eligibility for special education; IEP contents; identification of goals and interventions; and to explain process and results to parents and staff.
4	Consults with parents, teachers, administrators and other professionals and provides advice on how to define presenting problems, how to support the student, and whether the proposed plan is ethical, in line with best practice, and meets legal requirements. Identifies possible changes in school or District-wide systems in order to better support staff or students.
5	Identifies students who require counseling support; selects appropriate counseling methods; provides crisis counseling as needed; and communicates with parents, teachers and other involved parties.
6	Designs academic or behavioral interventions using assessment data.
7	Communicates with external professionals including social workers, medical doctors, and psychologists to provide and solicit information necessary to support the student in the school environment.
8	Collects and disseminates current research which impacts the way the District operates or makes decisions regarding special education and student services.
9	Provides formal and informal training to teachers, other staff, and parents on appropriate interventions, new techniques, disabilities and mental health disorders.
10	Establishes and maintains confidential records; ensures records are correct, up-to-date, and compliant with laws, statutes, and District policy.

11	Completes psychoeducational assessments for special education pre-K through 12, including private schools.
12	Consults with parents and school staff regarding social, emotional, behavioral, and learning issues.
13	Consults with administration and school staff regarding systems of service delivery and Response to Intervention (RtI).
14	Provides counseling to students when needed.
15	Serves on each building's Child Study Team.
16	Serves on elementary Data Management Team.
17	Serves on elementary PBIS Team.
18	Serves on Autism Diagnostic Observation Schedule (ADOS Team).
19	Serves on Mental Health Team.
20	Facilitates communication with outside agencies (medical, clinical, social services, etc.).
21	Responsible for keeping his or her portion of the website updated.
22	Performs other duties of a similar nature and/or level.

Minimum Qualifications	Master's Degree in School Psychology and a valid Minnesota Department of Education Teaching License for School Psychology PreK-12, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of assessment methods and their validity. • Knowledge of special education due process eligibility and requirements. • Knowledge of child development stages. • Knowledge of problem solving models. • Knowledge of available community resources. • Knowledge of chemical dependency, mental health and environmental issues. • Knowledge of behavior modification methods. • Knowledge of counseling methods. • Knowledge of limits of confidentiality. • Knowledge of legal record keeping requirements. • Knowledge of computers and related software applications. • Knowledge of general office equipment.
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Skills Required	<ul style="list-style-type: none"> • Skill in standardized test administration methods and scoring. • Skill in interpretation of assessment results. • Skill in accurate reporting of ethical and legal recommendations. • Skill in written communications. • Skill in counseling children. • Skill in conflict resolution.
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	<ul style="list-style-type: none"> • Skill in research. • Skill in problem solving. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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