



Position Title: Upper School
Psychologist
Position Status: Full-time
FLSA Classification: Exempt
Reports To: Head of Upper School

Position Purpose

The school psychologist is responsible for the academic, social, and emotional well-being of students. This position is directly involved in (1) advising students, parents, and teachers on educational accommodations and policies, (2) referring families to professionals outside of school when appropriate, and (3) staying current with best practices in the field, carrying out additional research when needed.

Essential Functions

- Assesses the learning, social, and emotional needs of students.
- Develops and supports therapeutic and behavior management programs.
- Leads individual and small group work with students as needed.
- Creates, monitors, and adapts positive behavior modification plans in collaboration with other faculty/staff members.
- Leads and documents student support process as necessary.
- Meets with classroom teachers and advisors to discuss students, coordinates information with professionals outside school, collaborates with families to secure needed services for students, and communicates goals and expectations with everyone involved.
- Advises, educates and supports teachers, parents and other education professionals.
- Conducts developmental screenings of children, performing individual evaluations of children when appropriate and maintaining records of those screenings and evaluations. Communicate the results of screenings, observations and evaluations to parents and teachers.
- Creates and maintains official accommodations plans for students from psychoeducational reports.
- Counsels and meets with parents about issues of concern. Plans special focus groups and programs around specific needs that arise. Shares responsibility in planning and implementing regularly scheduled educational programs for parents.
- Shares responsibility in designing, planning, and implementing courses and programs on various topics for parents, teachers, and others involved with the education of children and young people.
- Serves as a member of the Upper School Administration and attends all meetings and events required of that role including during evenings and weekends.
- Attends Upper School Administration Team and Upper School divisional meetings.
- Consults about and observes students at the request of teachers, division head, or parents.
- Advises judicial board on disciplinary cases, at the request of dean or division head.
- Manages and receives student support referrals, dispenses copies, and monitors progress toward established goals.
- Maintains student records of psycho-educational evaluations in a confidential and HIPAA-compliant manner.
- Appropriately shares relevant information from psycho-educational reports in a confidential manner with necessary teachers and administrators.
- Attends student conferences as needed or invited by the division head.
- Liaises with outside professionals consistently.
- Conducts standardized behavioral assessment of students using the BASC or Conners 3, as needed.
- Builds and maintains positive and professional relationships with faculty and staff.
- Responds to all communications from parents, students, teachers, and administrators in a timely manner, usually within 24 business hours even when not in school.
- Is on-call during off-school hours for crises as determined by the Head of School, division heads, or supervisor.
- Maintains presence in the building from 8:00 am to 4:00 pm on all school days; may need to come in earlier or stay later as requested.
- Other duties as assigned by the Head of Upper School.

Qualifications

- Pennsylvania state certification in school psychology and educational specialist certification is required.
- A doctoral-level degree in Clinical, Educational, or School Psychology is preferred.
- Minimum of five years' experience in a school environment.
- Well-rounded knowledge of most recent research on childhood education.
- Excellent verbal and written communication skills.
- Demonstrated sensitivity, knowledge, and understanding of the diverse backgrounds of community members with a continuous focus on healthy relationship building.
- Demonstrated deep understanding of cultural competency skills and enthusiasm for issues of diversity, inclusivity, and multiculturalism.
- Demonstrated leadership and facilitative skills.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 30 lbs.
- Be able to move around all school environments.
- Regularly use close and distant vision.

Application Procedures

To be considered, candidates must upload a cover letter, resume, statement of educational philosophy, and information for three professional references through our online platform. Please follow [this link](#).

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