

**ST. MARY PARISH PUBLIC SCHOOLS  
SCHOOL PSYCHOLOGIST JOB DESCRIPTION**

**POSITION:** School Psychologist

**REPORTS TO:** Director of Special Services

**TERMS OF EMPLOYMENT:** 10-Month, 11-Month, 12-Month

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 113/2140

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**QUALIFICATIONS:** Certification by the Louisiana Department of Education in School Psychology; Must hold a Master's or Specialist degree from a regionally accredited institution.

**METHOD OF EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES**

1. Serve as point of contact at assigned schools for matters related to behavior plans or all matters related to Multi-Tiered Support Systems (MTSS); distribute and follow up on information and state requirements as applicable.
2. Explain and interpret school psychological services to parents, teachers, principals, and other members of the parish school system.
3. Assist teachers and other school personnel in the design and implementation of educational and behavioral interventions for referred pupils.
4. Provide individual or group therapy/counseling for those children whose identified problems would benefit from such services.
5. Evaluate as a member of the multidisciplinary team and in accordance with the guidelines set forth in Bulletin 1508 and the regulations implementing Act 754, those pupils suspected of being in need of special education services,
6. Function as evaluation coordinator for designated referred students.
7. Participate in special education eligibility determinations and IEP staffings.
8. Interpret assessment findings to parents, teachers, principals, and other professional parish personnel and responsible practitioners outside the school.
9. Confer with parents, teachers, principals, the director of special services, and other parish professional staff whenever necessary on matters relative to assessment, behavior management, exceptional children, learning, child development, and any other areas within the expertise of the school psychologist.
10. Provide or assist in the provisions of in-service training of school personnel on such topics as pupil appraisal, school psychological services, exceptional children, learning, classroom management, intervention techniques, and other areas of responsibility or expertise.
11. Cooperate with personnel of community health and social services agencies.
12. Maintain accurate case records on all clients regarding their referrals, evaluation, and any other services provided by the psychologist in accordance with the requirements of parish, state and federal laws, regulations and/or policies.
13. Provide a written report of any psychological evaluation or other services provided to clients.
14. Foster positive relationships with parents as evidenced by reporting pupil progress, academic problems and behavior problems.
15. Attend staff, professional, and interagency meetings including those assigned.
16. Keep abreast of new developments in the area of school psychology and keep other appropriate school personnel informed of the same.
17. Complete all required reports of the parish or State Department of Education.
18. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
19. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

20. Perform other such duties and assume other responsibilities as assigned by the Director of Special Services, Superintendent, or designee.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_