



School Psychologist

Purpose Statement

The job of School Psychologist is performed for the purpose of improving academic achievement, promoting positive behavior and mental health, creating safe and positive school environments, strengthening family/school partnerships, enhancing school-wide assessment and accountability, supporting diverse learners, and developing strategies and interventions to address the special education needs of eligible students. The School Psychologist measures and interprets the intellectual, adaptive, academic, social, and emotional development of children and applies state and federal codes in developing effective interventions.

Supervisory Relationship

Reports to: Director of Special Education

Essential Functions

- **Administer Assessments:** Conduct rigorous and supplemental assessments (educational and psychological evaluations) to measure intellectual, adaptive, academic, social, and emotional development of children, and determine eligibility for services in compliance with regulatory requirements.
- **Assess Functional Capabilities:** Evaluate students' functional capabilities and their home and/or classroom environment to develop recommendations and/or placements.
- **Communicate with Stakeholders:** Engage with students, parents, teachers, and other personnel to design educational and behavioral interventions, evaluate situations, solve problems, and resolve conflicts.
- **Compile Comprehensive Evaluations:** Gather information from a variety of sources (e.g., teachers, nurses, probation officers, mental health agencies) to produce comprehensive evaluation reports in compliance with established guidelines.
- **Coordinate with Community Agencies:** Work with community agencies (e.g., medical, judicial, social service, mental health services) to determine appropriate treatments for specific students.
- **Provide Counseling:** Counsel students, parents, and guardians to assist school personnel with student performance and social-emotional development, support teams with crisis intervention, and enhance student success.
- **Develop Behavior Plans:** Create behavior plans and curriculum modifications, assist school personnel in collecting and analyzing data regarding student performance and social-emotional development.
- **Facilitate Meetings:** Lead meetings and processes to meet curriculum guidelines and ensure state mandates are achieved.
- **Implement School-Wide Programs:** Participate in and facilitate school problem-solving teams, design interventions, and evaluate their effectiveness to ensure effective programs for children with physical, mental, social, or emotional difficulties.
- **Intervene in Inappropriate Behavior:** Address occurrences of inappropriate student behavior to help modify such behavior and develop successful interpersonal skills.
- **Engage in Professional Development:** Attend and participate in meetings, workshops, and seminars to support students' learning and gather information required for job functions.
- **Prepare Documentation:** Create a wide variety of written materials (e.g., correspondence, memos, behavior plans, reports, required documentation) to document activities, provide written references, and convey information.
- **Research Resources:** Investigate intervention and treatment techniques, assessment tools, methods, and community resources to determine appropriate approaches for addressing students' functional goals.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to apply assessment instruments and operate standard office equipment, including pertinent computer software.
- Competence in preparing and maintaining accurate records.
- Ability to perform multiple, highly complex technical tasks and occasionally upgrade skills to meet changing job conditions.

Knowledge

- Advanced math skills, including calculations using fractions, percentages, and ratios.
- Ability to review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions.
- Knowledge of psychology, educational principles, and pertinent codes, policies, regulations, and laws.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others in a wide variety of circumstances.
- Analyze data using defined but different processes and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work as part of a team.
- Establish effective working relationships and adapt to changing work priorities.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Utilize resources from other work units as needed to perform job functions. Have a continual opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Generally involves 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field with increasing levels of responsibility is required.

Education

Specialist degree in school psychology.

Certificates and Licenses

Valid license in school psychology.

Continuing Education/Training

Maintains certificates and/or licenses.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Exempt

Salary Grade
PM