

SCHOOL DISTRICT OF BAKER COUNTY

SCHOOL PSYCHOLOGIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master’s degree in School Psychology from an accredited educational institution.
- (2) Specialist degree in School Psychology or related field preferred.
- (3) Valid Florida certification as School Psychologist and appropriate licensure.
- (4) Internship in a school setting.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development; theory and research on conditions that affect learning and behavior; test and measurement theory and foundations; and community resources and services available for student assistance. Ability to conduct comprehensive psychoeducational evaluations of students. Ability to verbally communicate and consult effectively with parents, school personnel and the public. Ability to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to interact successfully with parents, school personnel and administrators. Ability to communicate orally and in writing. Skill and ability to apply and interpret federal, state and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of effective crisis intervention techniques.

REPORTS TO:

Director of Student Services

JOB GOAL

To promote and advocate for children through the development of programs and services that maximize students’ current and future social, emotional and educational success.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

- \*(1) Participate in the district’s Exceptional Student Education planning process.
- \*(2) Collect information from parents and teachers through interviews and consultations as it relates to student learning and adjustment difficulties.
- \*(3) Participate as a member of school educational planning teams to develop assistance plans for at-risk students.

## SCHOOL PSYCHOLOGIST (Continued)

**Classroom Management**

- \* (4) Prepare and maintain periodic reports in a timely manner as required.
- \* (5) Manage materials and equipment effectively.
- \* (6) Coordinate and implement school-wide and district-wide psychological services and activities.
- \* (7) Manage time effectively.
- \* (8) Supervise interns as required.

**Assessment/Evaluation**

- \* (9) Select, administer, score and interpret individual tests of intelligence, academic achievement, psychological processing, and personality and attitudes for referred students.
- \* (10) Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- \* (11) Conduct informal and formal observations of students as part of the evaluation process.
- \* (12) Review student records and analyze information pertinent to student learning and school adjustment needs.
- \* (13) Participate in determining test score eligibility or non-eligibility of individuals for programs and services for disabled students.
- \* (14) Participate in the periodic reevaluation of students with disabilities who are served in exceptional student education programs.

**Intervention/Direct Services**

- \* (15) Participate in the development of appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
- \* (16) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and schools.
- \* (17) Conduct individual and group counseling with students when appropriate.
- \* (18) Participate in student expulsion hearings.
- \* (19) Serve as expert witness in due process hearings related to students with disabilities.
- \* (20) Review cumulative records of students transferring from other districts and advise schools regarding appropriate placement.
- \* (21) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \* (22) Initiate referrals to other agencies as needed.
- \* (23) Serve on the crisis intervention team for the district and provide counseling services to assist and support schools in crisis situations.
- \* (24) Monitor the implementation of Individual Education Plans (IEPs).

**Technology**

- \* (25) Use technology resources effectively.
- \* (26) Use technology to establish an atmosphere of active learning.
- \* (27) Provide students with opportunities to use technology to gather and share information.
- \* (28) Facilitate student access to the use of electronic resources.
- \* (29) Explore and evaluate new technologies and their educational impact.
- \* (30) Use technology to review student assessment data.
- \* (31) Use technology for administrative tasks.

**Collaboration**

## SCHOOL PSYCHOLOGIST (Continued)

- \*(32) Communicate evaluation findings to parents, teachers and others through written reports and oral presentations.
- \*(33) Present evaluation findings in exceptional student education staffings to determine eligibility and placement.
- \*(34) Serve as a member of school-based Student Support Teams (SSTs) and staffing committees.
- \*(35) Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' learning and behavioral problems.
- \*(36) Act as a liaison with public and private agents who work with students, *e.g.*, doctors and counselors as needed.

### Staff Development

- \*(37) Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
- \*(38) Periodically conduct a personal assessment to determine professional growth needs with reference to the specific instructional assignment and district programs.
- \*(39) Manage within an organizational context a personal professional development program by setting specific goals and time tables.
- \*(40) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- \*(41) Participate in district sponsored staff development programs.
- \*(42) Participate in data collection of input on administrator's performance assessment program.

### Professional Responsibilities

- \*(43) Act in a professional and ethical manner and adhere at all times to The Code of Ethics for School Psychologists and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(44) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(45) Keep updated on student/school legal issues and follow established procedures.
- \*(46) Mentor new colleagues.
- \*(47) Perform and fulfill professional responsibilities.
- (48) Perform other tasks consistent with the goals and objectives of this position.

### Student Growth and Achievement

- \*(49) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.
- \*(50) Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

\*Essential Performance Responsibilities

### PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.  
May be required to restrain a physically active individual as a temporary safety measure.

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### TERMS OF EMPLOYMENT:

**61.00**

**SCHOOL PSYCHOLOGIST (Continued)**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.