

CERTIFICATED JOB DESCRIPTION

SCHOOL PSYCHOLOGIST

JOB SUMMARY:

Under the supervision of the Executive Director of Special Education and Instruction or designee, provides psychological services to schools including counseling, assessment, and consultation services to assist in meeting the educational, social, and emotional needs of pupils.

ESSENTIAL JOB FUNCTIONS:

- Reviews cum records and/or work samples that are relevant for the understanding of the pupil's; health, growth development, and educational history; prior and recent levels of adaptive, social, and/or behavioral skills; prior and recent interventions that have occurred in the general education setting; basic psychological processes; and intellectual abilities.
- Interviews the pupil, parent(s), guardians, and teachers for further information.
- Assesses and observes the pupil in the classroom or other pertinent settings for further data.
- Organizes all data and develops a written report on the pupil to be presented to the Individualized Education Program (IEP) team, along with strengths and weaknesses.
- Interprets test findings to parents in an understandable manner; counsels with parents regarding their child's potential, achievement level, and personality adjustment.
- Discusses recommendations and plans for assisting the pupil with the parents.
- Assists the IEP team in determining the pupil's eligibility for special education, along with recommendations for classroom placement, programs, or services, while considering the Least Restrictive Environment (LRE).
- Assists in the development, recommendations, and measuring of appropriate goals and objectives for pupils.
- Conducts and provides recommendations on manifestation determinations.
- Trains and supports interns working with students and staff, as assigned.
- Serves as administrative designee for IEP team meetings.
- Assists special education and administrative personnel at their school sites in implementing and coordinating special education services.
- Supports and provides guidance to special education staff to ensure special education compliance.
- Counsels pupils on an individual and/or small group setting regarding the pupil's academics social, emotional development, and/or general vocational goals.
- Participates in school crisis situations.
- Consults with and provides professional-technical advice to counselors.
- Provides consultation services to teachers in developing classroom behavior management systems.
- Serves on committees for the purpose of providing review and input on District policies.
- Provides leadership role for school staff regarding Special Education updates, law procedures, and legal requirements.

- Actively participates in the Student Study Team (SST).
- Conducts and determines pupil's eligibility for the Gifted and Talented Education (GATE) program.
- Actively participates in faculty meetings, PTA meetings, and/or other community groups with the intent to better the performance of pupils.
- Assists school staff in interpreting and determining specific growth targets based on the SAT/9 scores, as well as working closely with staff for the improvement in these areas.
- Performs other duties as assigned (e.g., serving as a member of local, state, and/or national committees.)

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- **Credentials:**
General Pupil Personnel Services with the authorization to serve as a Psychologist or Standard Designated Services in Pupil Personnel with the Psychologist authorization; Ryan Act Services, School Psychologist authorization.
- **Education and Experience:**
Master's degree, including all courses needed to meet credential requirements.
Successful classroom teaching and counseling experience is desirable.
Advanced work in clinical psychology beyond the level of work required for credential is desirable.
- **Personal Qualities:**
Ability to plan, organize, coordinate, and prepare clear, accurate, and timely written and oral reports; provide technical expertise to others regarding special education procedures; interpret, apply, and explain legal and procedural requirements; establish and maintain effective and cooperative working relationships with others; communicate and interact effectively and professionally under pressure; and analyze situations and adopt effective courses of action.