ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

SCHOOL PSYCHOLOGIST 11 M

POSITION: **School Psychologist 11 Month**

REPORTS TO: **Director of Student Services**

LOCATION: **Department of Student Services**

NATURE OF WORK:
This is a professional position to meet the individual needs of students through educational assessment, psychological testing, direct consultation, and case management to support student progress and mental health in the General Education and Special Education populations. The nature of this work requires a high level of confidentiality as well as the ability to communicate efficiently and effectively both orally and in written form.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools
- Possess knowledge of the principles and practices of psychological diagnosis and counseling as applied to children and the school situation
- Ability to administer and interpret psychological tests, formulate diagnoses, and generate educational interventions

DUTIES AND RESPONSIBILITIES:
- Completes psychological evaluations within appropriate guidelines and provide interpretation of psychological evaluations to staff, parents, and students as appropriate
- Provides interventive, consultative, and follow-up services in a variety of situations as needed
- Supports the County Individualized Education Program during the summer and assist in program development and implementation for eleven-month and other specialized system initiatives
- Consults with parents, teachers, and other staff members regarding the improvement of educational programming for students;
- Administers psychological tests and analyzes the results of psychological evaluation regarding its significance to the educational setting;

- Prepares reports outlining identified educational concerns, diagnostic evaluation, and recommended remedial measures for identified educational concerns,
- Participates as a member of the Pupil Services Teams (PST), School Improvement Teams (SIT), Individualized Education Program (IEP)/504 Teams, and other teams as appropriate
- Plans and conducts in-service training sessions and provides individual consultation services for parents, teachers, and staff members
- Provides counseling for students as per the request of the IEP Team
- Participates in research projects, professional development activities, and continued educational experiences
- Provides crisis intervention assistance to students, school staff, and the school community when needed
- Participates in school and community activities to inform the public of school psychological services and to facilitate community partnership in education
- Collaborates with other professionals
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:
Required:
- Master's degree in School Psychology and completion of an approved pathway outlined by MSDE
- Three (3) semester credit hours in Special Education

Preferred:
National Board Certification

TERM OF EMPLOYMENT:
Full-time eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for eleven-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 11.2024