Job Title:	School Psychologist	**Wage/Hour Status:**	Exempt/202-207 Days
Reports To:	Lead, Assigned Coordinator, Director of Special Education	**Pay Grade:**	Admin Pay Group 5
Dept. /School:	Special Education	**Date Revised:**	07/24/2025

Primary Purpose:

Perform professional psychological work in evaluation, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Evaluate the psychological and psycho-educational needs of students referred to special education services.

Qualifications:

Education/Certification:

- Master's degree in psychology from accredited college or university
- Valid Texas license as a Licensed Specialist in School Psychology, or School Psychologist granted by the Texas State Board of Examiners of Psychologists

Special Knowledge/Skills:

- Knowledge of procedures for evaluating achievement and intellectual, emotional, and behavioral functioning for educational purposes
- Knowledge of prevention and intervention strategies, including behavior interventions
- Knowledge of psycho-social development
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills

Experience:

- Two years experience providing psychology services in an educational setting

Major Responsibilities and Duties:

Evaluation:

1. Select and administer evaluations and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.
2. Score and interpret test data.
3. Develop psychological evaluation reports; develop/assist in developing behavior improvement plans, as appropriate.
4. Conduct or participate in the IEP team to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures, including Manifestation Determination IEP Team Meetings.
5. May serve as case manager and implement the special education evaluation process for students on assigned campuses.

6. Model behavior that is professional, ethical, and responsible.

Consultation:

7. Conduct group, individual and family counseling sessions and facilitative therapy for students with diagnosed problems.
8. Serve as consultant on mental health topics for instructors in the school health program.
9. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.
10. Provide staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances.
11. Meet with parents to discuss pertinent background information and test results.
12. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of evaluation data.
13. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.

Program Management:

14. Develop and maintain effective individual and group relationships with students and parents.
15. May provide clinical supervision to intern or trainee, with approval from the Director of Special Education or designee.
16. Help develop and coordinate a continuing evaluation of psychological services and evaluation procedures and assist in making changes based on findings.
17. Assist in the selection of evaluation materials and equipment.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
19. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of psychological services, evaluation, placement, and planning for special education services.
20. Comply with all district and local campus routines and regulations.
21. Participate in professional development activities to improve skills related to job assignment.

Communication:

22. Maintain a positive and effective working relationship with supervisors.
23. Effectively communicate with colleagues, students, and parents.
24. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.