



JOB INFORMATION

TITLE:	School Psychologist	
EMPLOYEE GROUP:	Professional	ADDITIONAL JOB CODES: 307
SHIFT:	Per Contract	
TERM OF EMPLOYMENT:	Per Contract	
HOLIDAYS:	As Per School Calendar	
LOCATION(S):	As Assigned	
RATE OF COMPENSATION:	Per Contract	
FSLA: Exempt X	Non-Exempt _____	
Last Edited On:	11/30/2017	Board Approval Date: 01/15/2018

ORGANIZATION

DEPARTMENT: Professional	REPORTS TO: Director of Pupil Personnel and the Assistant Director of Special Education
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JOB SUMMARY & QUALIFICATIONS

SUMMARY

To provide leadership in understanding the cognitive, affective, social, emotional, and physical development of and theories applicable to students within the Big Spring School District. The School Psychologist is responsible for providing K-12 psychological consultation and evaluation services.

QUALIFICATIONS

- a. Possess a Master's Degree in Education or a related field.
- b. Possess an Educational Specialist I certificate as a School Psychologist as validated by the Pennsylvania Department of Education.

ESSENTIAL FUNCTIONS

RESPONSIBILITIES

- a. Consult with referral sources to assist in effective screening of persons who may be deemed "exceptional" or who may require special services.
- b. Determine the nature and scope of appropriate evaluations.
- c. Demonstrate proficiency in the selection, administration, and interpretation of various assessments and provide written documentation of the effectiveness of various individual and group evaluative assessments.
- d. Interpret diagnostic findings to the individual, appropriate school personnel, parents, and agencies and make appropriate recommendations based on diagnostic findings.
- e. Coordinate, manage, and document team meetings involving other professionals.

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- f. Evaluate individual students as appropriate.
- g. Consult with parents both prior to and after evaluation, if requested.
- h. Refer students for further diagnostic evaluations or consideration by other special education program personnel.
- i. Consult or coordinate team meetings to help determine the appropriate plan of action and the persons who will be responsible for implementing the plan.
- j. Monitor case development to ensure that proper “due process” procedures are being observed.
- k. Conduct the re-evaluation process of exceptional students as required by law and within the guidelines established by the Big Spring School District.
- l. Serve as a consultant and resource to the Administrative team and professional staff.
- m. Consult with school district personnel to provide an effective referral screening system.
- n. Participate in conferences that lead to placement of an eligible student.
- o. Further self-education through reading, workshops, conferences, and in-service.
- p. Provide consultation and assessment services for students with suspected learning and/or emotional/behavioral difficulties.
- q. Provide individual evaluation, reevaluation and placement recommendations for students referred under Chapters 14 (Special Education), 15 (Protected Handicapped) and 16 (Gifted).
- r. Work additional contract days as per current collective bargaining agreement for completion of evaluations over the summer.
- s. Serve as a District resource person for parents or professional staffing regarding student adjustment and/or placement.
- t. Serve on building level teams designed to discuss progress and interventions for students as designated by the Director of Pupil Personnel.
- u. Provide consultative services to teachers (K-12) with regard to psychological services and student progress.
- v. Assist in coordinating institutional or special program placements for students requiring services beyond the capabilities of the District.
- w. Provide psychological counseling and/or consultative services to students and/or parents as the need arises.
- x. Provide the Director of Pupil Personnel and the Assistant Director of Special Education with timely communication regarding psychological services, needs of exceptional students and related matters.
- y. Provide referral to and liaison with psychological support resources services outside of the school district.
- z. Provide consultation and follow-up with the school staff and administration on the application of psychological principles and learning theory to the curriculum and to classroom instruction.
- aa. Serve as a member of the Student Assistance Teams.
- bb. Perform other tasks and assume that may be assigned by the Director of Pupil Personnel, Assistant Director of Special Education and/or administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.

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- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.

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- c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.