San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Licensed School Psychologist	**Exemption Status:**	Exempt
Reports to:	Director of Special Education	**Pay Grade:**	05
Works with:	District Personnel/Students/ Community/Service Agency	**Days:**	187
Dept. /School:	Special Education Department	**Date Revised:**	10/22/2019

Primary Purpose:

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavior problems. Assess the psychological and educational needs of students referred to special education services. Participate in the Admission, Review, and Dismissal (ARD) Committee process.

Prerequisites:

- Master's Degree in School Psychology or related field; and
- LSSP Trainee or Licensed Specialist in School Psychology.

Special Knowledge/Skills:

- Ability to administer and interpret psychological, intelligence and achievement assessments
- Ability to analyze data and provide recommendations
- Ability to problem solve, think critically, and manage conflicts
- Strong organizational, presentation, and interpersonal skills
- Demonstrate strong oral and written communication skills
- Ability to maintain accurate records and meet deadlines

Major Responsibilities and Duties:

1. Conducts full and individual evaluations of students referred for special education placement.

2. Administers approved psychological, achievement, and intelligence measures using district approved instruments and procedures.

3. Prepares evaluation reports using district-approved format.

4. Reviews, follows, and maintains evaluative techniques, kits, manuals as needed.

5. Maintains a list of students requiring three year reevaluations and completes all assessments with the required timeline.

6. Participates as required member of the Admission Review and Dismissal Committee; to assist with interpretation of assessment data, development of Individual Education Plans (IEP), and determine appropriate placement.

7. Compiles, reviews, and interprets new information received from other districts and/or professional agencies.

8. Establishes and maintains open lines of communication by conducting conferences with parents, students, teachers, and other professionals concerning vital issues of the assessment process.

9. Maintains confidentiality of all student information.

10. Uses appropriate and accurate written, verbal, and non-verbal communication when conferencing with parents, staff, and other professionals.

11. Serves as a liaison between campus and Special Education Department.

12. Performs all duties in a safe manner to avoid injury to oneself and/or to others.

13. Performs other related duties as assigned by Special Services Director.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman, Ed D Date 10-23-19