



Job Title: School Psychologist

Supervisor: Director of Special Education

Terms of Employment: 205 days

Job Summary:

Provide comprehensive, effective school psychological services in an accountable, ethical manner so that the needs of students are addressed and met.

Essential Duties:

1. Coordinates initial psychological evaluations and the scheduling of multifactored evaluation/IEPs committee meetings within state and federal time mandates.
2. Chairs multifactored evaluation/IEP committee meetings in assigned schools concerning referred students in order to ensure that state and federal guidelines are followed and to interpret the multifactored evaluation data and participate in decision-making concerning appropriate educational placement and programs.
3. Monitors and coordinates the submission of referrals required for triennial multifactored evaluation within required timelines.
4. Assesses difficulties or referred students through appropriate testing and diagnostic practices and completes multifactored reports which may include remedial/corrective procedures for students with identified academic/behavioral problems.
5. Confers with principals, teachers and parents as needed, as a member of the School RtI Data Team at assigned schools, as appropriate.
6. Plans and conducts staff development programs for teachers, principals, parents and other district personnel.
7. Consults with teachers, parents and administrators concerning students with disabilities, as needed.
8. Attends professional meetings and conferences to keep abreast of promising new practices, current trends, legal issues and other areas of professional growth.
9. Facilitates or conducts individual and/or group counseling, if appropriately trained.

Other Duties:

Assume other responsibilities as assigned by the Superintendent.



Job Specifications:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

- Employee must have a Valid SC Certification as a School Psychologist II or III.

Preferred Qualifications (Knowledge, Skills and Abilities)

- RtI Team Experience.
- Experience in administrating/interpreting diagnostic assessments.
- Licensure as a Psycho-educational Specialist (LPES)

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pay Grade: 033

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 11-11-2025