

School Psychologist – Job Description

Reports To: Special Education Director

Qualifications:

Educational Level: Masters Degree or higher.

Certification/Licensing: May enter with S5 certification in School Psychology.

Duties

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Demonstrates knowledge and proficiency in the use of computer applications as applicable to job responsibilities.
5. Demonstrates appropriate verbal and written communication skills.
6. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
7. Maintains confidentiality of sensitive information and material; adheres to chain of command.
8. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient operation.
9. Participates in professional organizations, workshops and professional learning activities as deemed necessary by the Assistant Superintendent and Director of Special Education.
10. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
11. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
12. Monitors compliance with policies and laws concerning area of responsibility.
13. Checks for essential preliminary referral information on students to be evaluated.
14. Adheres to local procedures for processing evaluation referrals.
15. Conducts individualized comprehensive psychological evaluations, when required.
16. Prepares written evaluation reports that follow state guidelines in a timely manner.
17. Verbally communicates assessment results and/or recommendations to appropriate personnel.
18. Assists with data collection for local, state and federal reporting.
19. Keeps accurate records and documents.

20. Actively participates in meeting to review assessment data and reach decision regarding the appropriate action to be taken.
21. Consults and collaborates with school staff, parents and others.
22. Serves as team member or consultant to those implementing intervention strategies.
23. Provides counseling to individuals or groups, as necessary.
24. Advises system-wide test coordinators and/or others in matters related to student assessment.
25. Stays current with professional literature evaluation instruments and assessment techniques and applies what is learned when applicable.
26. Assists director with the purchase of evaluation instruments and related assessment software.
27. Helps to establish departmental goals.
28. Participates with other system personnel in planning and decision making meetings.
29. Reviews new special education files for compliance with state and federal regulations.
30. Enhances the climate of the building and the morale of colleagues.
31. Performs other duties as assigned by the supervisor.