

**JOB DESCRIPTION**  
**Cumberland County School District**

**SCHOOL PSYCHOLOGIST**

**Purpose Statement**

The job of School Psychologist was established for the purpose/s of developing strategies and interventions to assist students in succeeding; measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological studies; interpreting and applying state and federal codes.

This job reports to Director of Special Education

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**Essential Functions**

- Administers standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities at home and/or classroom environment for the purpose of determining students' functional level and developing recommendations and/or placement.
- Assists other staff for the purpose of developing and applying student monitoring systems and designing academic and behavioral interventions.
- Assists all specialists (e.g. Special education teachers, RTI<sup>2</sup> coordinators, behavior specialists, occupational and physical therapists, speech language pathologists, etc.) for the purpose of creating and delivering student supports.
- Compiles information from a variety of sources (e.g. administrators, teachers, nurse, parents, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive screening/ evaluation report in compliance with established guidelines.
- Consults with teachers, parents, and/or other outside personnel or professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates with school staff to implement school wide program development and program evaluation (e.g. RTI, SWPBS) for the purpose of ensuring effective programs to assist children who experience physical, mental, social and emotional difficulties.
- Consults with students, parents and guardians for the purpose of enhancing student success in school.
- Has strong understanding in Response to Intervention (RTI<sup>2</sup>) for the purpose of interpreting the data to intervene, offering interventions and eventually determining eligibility.
- Helps students for the purpose of creating smooth transitions to and from school and community learning environments.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference in accordance with administrative and legal requirements.
- Researches resources and methods (e.g. intervention, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Supports individualized student instruction for the purpose of ensuring the success of all students.
- Uses student information for the purpose of making sound data-based decisions to achieve student growth.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supervises interns for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is desired.

**Education** Master's degree in job related area.

### **Requirement**

This is a certified position.

### **Certificates & Licenses**

Tennessee Certification as School Psychologist  
Valid Tennessee Teaching License  
Valid Driver's License/Evidence of Insurability

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **Continuing Educ./Training**

Maintain Licensure

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**