

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Psychologist Position Description

LOCATION: Special Services

JOB CATEGORY: Professional

PAY GRADE: Grade 25

FSLA: Exempt

IMMEDIATE SUPERVISOR: Director/Supervisor of Special Services

GENERAL DEFINITION AND CONDITIONS OF WORK

Conducts tests and evaluates the needs and educational programs of referred students; plans and assists in implementation of programs to enable students to attain appropriate achievement and adjustment; consults with teachers and parents regarding such needs and/or issues.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information, while maintaining the safety and welfare for all students and staff members;
- Follows federal, state, and local laws, regulations, and policies regarding children's educational welfare;
- Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, or abuse;
- Assesses psychological and educational needs of referred students and consults with appropriate professional persons regarding implications and results;
- Participates in eligibility meetings, IEP meetings, and disciplinary review meetings at various schools within the division, as needed;
- Cooperates with staff members and parents in maintaining a positive climate during meetings and/or conferences;
- Consults with appropriate persons concerning the educational environment and factors affecting students' learning; serves as a resource at the school level as well as within the community (i.e., student study committees, in-service, interagency);
- Consults and/or counsels with students, school staff, and parents regarding academic and/or personal/social needs; provides information regarding community services available to students;

- makes appropriate referrals regarding vocational needs of students;
- Prepares and conducts assessment reports and other administrative documents as necessary;
- Maintains accurate records of all psychological services provided;
- Maintains clearly written and comprehensive reports and data which provide practical recommendations;
- Responds to crisis situations in tandem with colleagues and community personnel;
- Assists in interpretation of criteria for determination of eligibility;
- Maintains licensure at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Assists with the development and provision of in-service programs, child development, special education and other related areas;
- Serves as a liaison between the schools and the consulting clinical psychologist, psychiatrist and/or other health officials/agencies;
- Maintains a liaison with the community and state organizations;
- Attends workshops/seminars/professional meetings to remain informed of new developments and literature in school psychology;
- Interprets and upholds School Board policy and special education procedures;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Models non-discriminatory practices in all activities;
- Performs other duties as assigned by the Director of Special Services in accordance with school/division policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

Decision-making skills are an important aspect of this position, affecting a large segment of the organization, students, and teachers. Extensive knowledge of acceptable psychological testing procedures and practices is required. Knowledge of special education laws and regulations is required. Candidates must be knowledgeable of school law and the legal provisions related to childcare. Must be able to demonstrate the ability to function effectively as a team member in determining appropriate services for the children through such meetings as Child Study, Eligibility, IEP, etc.

EDUCATION AND EXPERIENCE

Candidate must be a graduate of an accredited college or university and must hold from an approved program in school

psychology or have otherwise qualified for DOE licensure in the State of Virginia.

SPECIAL REQUIREMENTS

Candidate must have completed a school year of full-time supervised internship (12 graduate semester hours or equivalent) in an accredited school with experience at multiple age levels. Must be able to provide own transportation to school-related functions, community agencies, and the homes of students, and schools throughout the division. Frequent operation office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

Duties performed typically in school settings to include: offices, conference centers, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 20 pounds, and occasionally lifting up to 40 pounds. Other limited physical activities may be required. Frequent operation of a vehicle and office equipment is required. Regular and frequent contact made at all organizational levels for the purpose of developing and achieving organizational goals and missions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work. Regular contact with students with special needs is a requirement. Contact with other staff members, community agencies, and parents is required. Frequent contact with parents by phone and in person may be necessary. Occasional contact with medical professionals may be required.

EVALUATION

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.