

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SCHOOL PSYCHOLOGIST

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution.
- (2) Certification in School Psychology.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development tests, and measurement theory and foundations, and community resources and services available for student assistance. Ability to conduct comprehensive psycho-educational evaluation of students. Ability to verbally communicate and consult effectively with parents, school personnel and the public. Ability to communicate results of evaluation findings in written correspondence to assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to interact successfully with parents, school personnel and administrators. Skills in communicating effectively orally and in writing. Skills and ability to apply and interpret federal, state and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of laws and rules relating to education and other services for persons with disabilities.

**REPORTS TO:**

Deputy Superintendent

<b>JOB GOAL</b>
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<p>To facilitate the academic achievement, behavioral / social skills and emotional well-being of all students through direct contact with students or through testing and consultations with other professionals.</p>
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**SUPERVISES:**

N/A

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

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

**Job Description Supplement No. 11**

**SCHOOL PSYCHOLOGIST (Continued)****PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- \* (1) Participate in child study team planning strategies or Individual Education Plans (IEPs) to help meet the needs of identified students.
- \* (2) Select, develop or modify psychological assessment materials that identify learning needs of students with diverse cultural and socioeconomic background, learning styles and special needs.
- \* (3) Establish short- and long-range plans designed specifically to support the District's exceptional education plan.
- \* (4) Plan and prepare intervention strategies for parents and teachers that are effective, allowing students to become engaged in meaningful learning experiences.

**Administrative / Management**

- \* (5) Prepare and maintain periodic records as required and in a timely manner.
- \* (6) Manage materials and equipment effectively.
- \* (7) Coordinate and implement school-wide and District-wide psychological services and activities.
- \* (8) Use technology effectively.
- \* (9) Manage time efficiently.

**Assessment / Evaluation**

- \* (10) Analyze and interpret information to make diagnoses and recommendations regarding needs for services.
- \* (11) Provide follow-up conferences with parents and teachers to share information and develop alternative instructional strategies.
- \* (12) Evaluate school psychological services.
- \* (13) Seek out new data sources which will provide evidence of student growth and share these findings with teachers, principals and other instructional leaders.
- \* (14) Conduct comprehensive follow-up with tested students to determine the effectiveness and implementation levels of recommendations.

**Intervention / Direct Services**

- \* (15) Suggest a variety of realistic and effective intervention strategies for teachers to use with students with different learning styles and special needs.
- \* (16) Assist in early identification of students' school-related problems.
- \* (17) Work effectively with students, parents, colleagues, community agencies and staff.
- \* (18) Provide direct observation and / or crises intervention as necessary.
- \* (19) Recognize overt indicators of student distress or abuse and take appropriate action.
- \* (20) Demonstrate knowledge and understanding of a broad curriculum base.

**Collaboration**

- \* (21) Consult with parents, teachers, administrators and other school staff to facilitate the learning and adjustment of students.
- \* (22) Use effective consultative behaviors.
- \* (23) Interpret educational policies, programs and procedures for parents.

**Staff Development**

- \* (24) Conduct inservice training for faculty and staff.
- \* (25) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- \* (26) Participate in District-sponsored staff development programs.

**Professional Responsibilities**

- \* (27) Act in a professional and ethical manner and adhere at all times to the Professional Code of Ethics and Standards of Professional Conduct.
- \* (28) Prepare all required reports and maintain all appropriate records.
- \* (29) Mentor new colleagues.
- \* (30) Perform and fulfill professional responsibilities.

**SCHOOL PSYCHOLOGIST** (Continued)

- (31) Perform other duties as assigned.

**Student Growth / Achievement**

- \*(32) Conduct psychological work services program in a manner which ensures that student growth / achievement is continuous and appropriate for age group, subject area and student program classification. Indicators may include: case history and follow-up reports, criterion and norm referenced-standardized tests, documented parent interaction reports, student study team reports, student academic and / or discipline records and others deemed appropriate.

\*Essential Performance Responsibilities