

Job Title: School Psychologist

FLSA Exemption Status: Exempt

Term: 200 days

Minimum Qualifications:

1. Educational Specialist Degree in the field;
2. Certification in school psychology in accordance with state law and the State Board Rules and Regulations, and/or licensure by the State Board of Health; and
3. Sufficient experience to perform duties.

Job Objectives/Goals:

To help students derive the fullest possible educational experience from school by promoting their sense of self and by treating any psychological or mental health problems.

Responsibilities and Essential Functions:

I. Services to Students

A. Evaluation and Assessments

1. Organize, develop, and implement procedures for comprehensive, system-wide screening of students
2. Select and administer tests which assess intelligence, academic achievement, perception, motor functioning, and/or social and emotional status of students referred
3. Gather information from a variety of sources (e.g., interview, observations, tests, case histories) for assessment of referred students
4. Analyze psychological/educational data gathered and prepares assessment reports for professional staff and others who need them

B. Counseling and Consultation

1. Provide individual and group counseling

II. Services to School Staff

A. Planning and Program Management

1. Plan, coordinate, and supervise an effective school psychological program
2. Maintain up-to-date, accurate counselee records
3. Serve as a liaison to a broad range of community agencies and practitioners and work with them in providing comprehensive services to students
4. Regularly evaluate the effectiveness of psychological services and programs and identifies needs for additional services and programs

B. Consultation and Communication

1. Provide information to school staff and parents about educational/psychological strengths and needs of students
2. Provide support and counseling to school staff
3. Assist M-Team in program planning for students with special needs
4. Report student status and progress regularly to school personnel

C. Staff development

1. Assist the school system in assessing staff development needs
2. Provide staff development activities for school personnel on topics such as evaluation/testing, human development and child management

III. Services to parents

A. Consultation and communication

1. Provide information to parents about educational psychological strengths and needs of students
2. Provide support and counseling to parents
3. Assist parents in locating appropriate professional services outside the school when needed
4. Report student progress and status regularly to parents
5. Provide parental training in areas such as child management and human development

IV. Administration (not more than 10% of the time)

A. Consult with school and system administration regarding psychological services and other matters

B. Assist in budget preparation for psychological services as needed

C. Assist in preparation for psychological services as needed

D. Supervises other educational personnel and psychological interns as needed

E. Perform other duties as assigned by the Special Education Supervisor and/or Director of Schools.

Skills and Abilities Required:

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. **Intelligence:** The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. **Verbal:** Ability to understand meanings of words and the ideas associated with them.
3. **Numerical:** Ability to perform arithmetic operations quickly and accurately.
4. **Data Perception:** Ability to understand and interpret information presented in the form of charts, graphs, or tables.

Physical Demands:

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Talking
2. Hearing
3. Seeing

Reports To: Special Education Supervisor

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.