

**SCHOOL DISTRICT OF GADSDEN COUNTY**  
**SERVICE DEFINITIONS AND DATA COLLECTION FORM**  
**SCHOOL PSYCHOLOGIST**

**1. 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.

**2. 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.

**3. 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.

**4. 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.

## SCHOOL PSYCHOLOGIST (Continued)

**5. 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.

**6. 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.

**7. 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.
- \_\_\_\_\_ 31. Perform other duties as assigned.

**8. STUDENT GROWTH / ACHIEVEMENT****INDICATORS**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 33. \_\_\_\_\_

**9. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 34. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 35. The accurate and timely filing of all school reports
- \_\_\_\_\_ 36. The completion of required professional development services.
- \_\_\_\_\_ 37. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- \_\_\_\_\_ 38. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

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DATA COLLECTION CODES

O -- Observed  
C -- Collected Data

I -- Clearly Indicated  
NE -- Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)