



**JOB DESCRIPTION  
SCHOOL PSYCHOLOGIST**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

School psychologists help students in the academic, social, emotional and behavioral domains; they conduct student assessments and consult with educators, families and other professionals to meet student needs in these domains. Travel is a basic and essential function of the job for all Cooperative employees.

The school psychologist:

- Consults with educators and parents to implement school interventions.
- Demonstrates knowledge of research-based programs and interventions.
- Evaluates students who are suspected of having a disability(ies).
- Demonstrates competencies in utilizing a variety of assessment procedures.
- Demonstrates ability to utilize computer software programs for assessment and reports/recordkeeping.
- Demonstrates knowledge of federal/state disability laws and applied special education practices/procedures.

**SUPERVISORY RESPONSIBILITIES:**

Students and for activities of practicum students or interns enrolled in school psychology graduate programs.

**REPORTS TO:**

Building administrator for building policies and practices; Cooperative Director for Cooperative policies and practices.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

**EDUCATION AND EXPERIENCE:**

Montana Office of Public Instruction Class 5 or 6 Educator License/Specialist Endorsement in School Psychology.

**CONSULTATION:**

1. Consult with educators, parents, and community agencies for effective solutions to learning and behavior/social problems.
2. Ability to establish and maintain satisfactory working relationships with all educational community members.
3. Demonstrate interpersonal skills by the ability to effectively present information to staff, parents and students.
4. Ability to maintain confidentiality according to legal and ethical guidelines.
5. Ability to communicate clearly and concisely in writing or orally.
6. Ability to effectively manage time and responsibilities.

**INTERVENTION:**

1. Utilize a data-based decision making model(s) as a systematic process to collect data and translate assessment results into empirically-based decisions about service delivery.
2. Assist intervention teams in developing programs or plans for at-risk students.
3. Demonstrate knowledge of research-based programs and interventions.

4. Demonstrate interpersonal skills and cultural sensitivity to work with all educational community members.

**EVALUATION:**

1. Demonstrate competency in utilizing a variety of assessment instruments.
2. Utilize multiple assessment procedures to identify areas of specific need.
3. Communicate assessment information to school personnel, administrators, parents and students.
4. Communicate test results clearly and concisely in written form and orally.

**OTHER SKILLS AND ABILITIES:**

1. Completes required Medicaid forms.
2. Applies ethical standards to professional practice as well as relevant laws and policies in the delivery of school psychology services.
3. Seeks to remain current with regard to school psychology practices, knowledge and skills.
4. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job:
  - (a) lift/transport tests from vehicle or Cooperative office to assigned school(s).
  - (b) regularly walk to various classrooms, offices or buildings on the school campus.
  - (c) regularly sit to use computer software programs
5. Ability to perform the essential duties of the job in quiet to moderately noisy work settings.