

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: School Psychologist

FLSA: Exempt

GENERAL SUMMARY

Under general supervision promotes the conditions whereas students and staff acquire the knowledge, skills, and personal confidence needed for success and provides high-quality comprehensive school psychological services. Reports to the Director of Special Services.

ESSENTIAL FUNCTIONS

Provides appropriate and timely mental health crisis intervention services.

Conducts comprehensive psycho-educational evaluations for all initial referrals and reevaluations in accordance with federal, state and District guidelines and with best practices.

Processes and coordinates the placement of identified students with disabilities who move into Newberry County from other school Districts, agencies, states and students who may require a change of special education services placement.

Completes due process forms to document evaluation and placement decisions (reports, placement forms, parent letters, etc.).

Serves as consultant to special education programs. These services include:

- ◆ Training of special education teachers and aides
- ◆ Individual and group counseling for students
- ◆ Counseling, consultation and training for parents

Provides consultation with administrators, regular classroom teachers, special education teachers, guidance counselors, curriculum coordinators, vocational rehabilitation counselors, etc. concerned about children exhibiting particular learning and/or behavior problems.

Provides consultation on functional behavior assessments and behavior intervention plans for students exhibiting behavior problems.

Conducts evaluations and plans accommodation for students suspected of having disabilities as defined in Section 504 of the Vocational Rehabilitation Act.

Provides preventive mental health services. These services include:

- Individual and group counseling for students considered to be high-risk for developing serious emotional problems.
- Coordination and consultation with guidance department, principals and curriculum coordinators on regularly scheduled basis.
- Consultation services for administrators and teachers concerned about specific children exhibiting emotional and/or behavioral problems.

- Counseling, consultation, and referral services for parents of children who are experiencing adjustment problems.
- Conducting parent groups.

Participates in IEP meetings.

Assists in developing transportation plans and provide consultation to transportation department regarding disabled students.

Assists in monitoring records to ensure compliance with federal and state regulations.

Conducts evaluations of students referred for disciplinary issues and hearings.

Acts as liaison between schools and District office staff.

Coordinates with community agencies and private service providers.

Assists in planning and implementing in-service training for teachers.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Master's degree plus 30 semester hours or a Doctorate from an accredited college or university. Certification as Psychologist II or III. Eligible for Nationally Certified School Psychologist (NCSP).

Knowledge:

Knowledge of school psychological services including prevention, assessment, and intervention. Knowledgeable of state and federal regulations and compliance requirements applicable to special education. Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of special education including identification, evaluation, placement, etc. Basic legal knowledge pertaining to the education of disabled students. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to special services functions.

Skills/Effort:

Ability to comprehend, interpret, and apply state and federal regulations. Ability to effectively apply knowledge of school psychological services including prevention, assessment, and intervention. Advanced human relations, communications and interpersonal skills, including the ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job. Ability to complete, process, and maintain all required records, reports, and confidential information. Ability to operate general office equipment in the performance of daily activities.

Working Conditions:

School environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to school activities requiring the movement/lifting of items weighing up to 25 pounds. Occasional local travel required; occasional overnight travel required.

Responsibility:

Supervises school psychology practicum students.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____