

# **NYE COUNTY SCHOOL DISTRICT – Human Resources Department**

## **School Psychologist**

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**FLSA Status:** EXEMPT

**Classification:** Certified

**Terms of Employment:** 7 hours per day, 202 days

**JOB GOAL:** Provide psychological services to referred students of the district to improve student performance, enhance student educational success, and promote mental health interests.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Assesses difficulties of referred students using appropriate evaluations and diagnostic practices.
2. Maintains case records on referred students.
3. Recommends corrective procedures.
4. Provides diagnostic interpretations of assessment data to teachers and parents.
5. Provides consultation for teachers and support personnel for problems in the educational program, including behavior and mental health.
6. Consults on special educational needs of students with disabilities.
7. Chairs multidisciplinary team meetings.
8. Actively participates on individual educational program committees.
9. Assists with in-service training of school personnel.
10. Prepares and submits required reports.
11. Participates as a member of the school-based crisis teams.

### **POSITION EXPECTATIONS**

#### **Knowledge, Skills and Abilities:**

1. Knowledge and continual awareness of current and new developments in the field.
2. Ability to maintain security of confidential information.
3. Ability to communicate effectively both orally and in writing.
4. Ability to work cooperatively with parents, schools, community and district office personnel.
5. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
6. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
7. Recognizes and reports hazards, conforms to safety standards as prescribed.
8. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
9. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

### **POSITION REQUIREMENTS**

#### **Education, Training, and Experience:**

1. Master's degree from an accredited college or university in School Psychology or related field

#### **Licenses and Certifications:**

1. Valid Nevada Department of Education License with School Psychologist endorsement
2. Valid Nevada Driver License

#### **Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

### **WORK ENVIRONMENT:**

**Strength:** Occasionally required to lift or carry equipment up to 50 lbs.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

**Vision:** Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

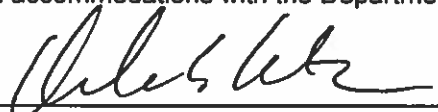
**Working Conditions:** Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

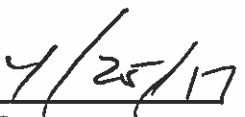
**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:   
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_