



Job Description

Job Title: School Psychologist
Department: Special Services
Reports To: Special Services Director
FLSA Status: Exempt

General Statement of Duties

The fundamental reason this classification exists is to assess students using various instruments for qualification for services from the Special Services Department and to interpret testing results to the IEP teams. The School Psychologist works directly with students, parents, administrators, professionals, teachers, and other educational leaders.

Essential Duties and Responsibilities

- Strive to achieve the district's mission, instructional goals and objectives.
- Conduct comprehensive psychological evaluations to determine students' strengths and needs through observations, record reviews, standardized tests, and information provided by teachers and parents within regulation timelines.
- Interpret evaluation information and provide recommendations and a full written report at the student's eligibility determination meeting.
- Counsel students individually and in groups to assist students to achieve personal, social, and emotional adjustment.
- Provide information to IEP teams such as, but not limited to: learning, motivation, child development, behavior modification, and interactive communication between school personnel, students, and parents.
- Recommend eligibility for placement in Special Education programs.
- Develop, coordinate, and conduct in-service education for staff, administration, and/or parents.
- Advise teachers and other school personnel on methods to enhance school and classroom atmosphere to provide motivating educational environment.
- Consult with teachers and/or parents on the general management of children with learning of behavior problems,
- Conduct research to aid in introduction of programs to meet current psychological, educational, and sociological needs of students.
- Participate in planning remedial classes and testing programs designed to meet needs of students.
- Maintain accurate and current student records according to state and federal rules and regulations.
- Work cooperatively with teachers to ensure students' needs are met,
- Act as a consultant for matters involving psychological services for district administrators, instructional staff, and paraprofessionals.

- Serve as a liaison between mental health agencies and physicians and the district. Refer individuals to community agencies to secure medical, vocational, or social services as deemed necessary.
- Continue professional development through reading, course work, conference attendance, professional committee work, workshops, and interaction with educators from other districts.
- Compose, type, and maintain routine correspondence, reports, assessments, and various other materials and projects. Prepare and submit necessary reports to principal, Special Services Director, and district office, as requested.
- Operate various equipment to include photocopier, telephone, fax machine, computer, calculator, educational equipment, etc.
- Attend meetings, training, and seminars as deemed appropriate and necessary by the district.
- Work directly with highly sensitive personnel and student information, Maintain confidentiality of work related information.
- Perform duties in compliance with safety standards established by the district.
- Due to the nature of the duties and to promote the efficient operations of the district, it is necessary for the employee to work the assigned and scheduled shifts.
- Perform other duties as deemed appropriate and necessary.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

- Master's degree in psychology or in related field of study
- Three (3) years experience in therapeutic interventions and evaluations; an equivalent combination of education and experience may be acceptable by the hiring authority.

Skills and Abilities

- Ability to work well with students, public entities, educational professionals, etc.
- Ability to work under pressure to meet tight time schedules and deadlines and handle significant problems and tasks which come up simultaneously or unexpectedly.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of students or employees of the organization.
- Ability to effectively present information to the school board, public groups, and staff.
- Proficiency in math, language, and computer skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

Certificates, Tests, and Examinations

- South Dakota School Specialist Certification with School Psychologist authorization.
- Successful completion of written tests and/or verbal interviews.
- Evidence that a criminal record history check and required physical examination have in accordance with South Dakota Codified Law.
- Other such examinations as deemed necessary by district.

Physical Demands and Environmental Conditions

The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job,

- The employee is regularly required to communicate.
- The employee is regularly required to sit and to use hands to finger, handle, or feel.
- The employee is regularly required to stand; walk; reach with hands and arms; and occasionally stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.
- The employee is occasionally subject to extended working hours outside of the "regular" workday, week, and calendar year.
- The employee is subject to possible exposure to communicable and blood born diseases.
- The noise level in the work environment varies.

Performance Evaluation

Performance of this position will be evaluated by the supervisor in accordance with the provisions of the School Board Policy GCNA*.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.