



**POSITION DESCRIPTION  
BROOKLYN CENTER COMMUNITY SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Psychologist	<b>FLSA Status:</b> Exempt
<b>Immediate Supervisor's Position Title:</b> Special Services Director	<b>Bargaining Unit/ Work Group:</b> Teacher
<b>Job Summary:</b> The School Psychologist is responsible for providing a full range of psychological services to support the academic and behavioral competence of students (ages birth to twenty-one), families, and staff. Work is performed under the general direction of the Special Services Director.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

<p>Participate in design, implementation, and evaluation of early interventions with children experiencing academic and behavioral difficulty.</p> <p>Conduct diagnostic assessments of referred students throughout the school district using direct and indirect methods; building level team in evaluation procedures and processes in all areas of development and functioning.</p> <p>Assist in team decision making, student placement and planning decisions, especially when out-of-district placement is considered.</p> <p>Consult with building staff and administrators regarding individual students.</p> <p>Provide services to groups and individuals and training to staff and parents.</p> <p>Facilitate referrals and act as a liaison with outside agencies.</p> <p>Facilitates child study team meetings and is team point person for parent eval requests.</p> <p>Assist in development of crisis response teams and systems within buildings.</p> <p>Assists directly in crisis situations, risk assessments, and emergency response planning and follow through.</p> <p>Establish and maintain contact with parents/guardians through participation in team meetings, consultation and facilitation of family groups.</p> <p>Attends IEP meetings, Evaluation results meetings, problem solving team and child study team meetings.</p> <p>May serve as district representative at IEP team meetings.</p> <p>Participate in building and district teams as appropriate.</p> <p>Provide psychological assessment as part of team making decisions concerning early admittance to kindergarten and interprets results of early childhood screening as necessary.</p> <p>Other duties as apparent or assigned.</p>
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**SECTION III: QUALIFICATIONS AND REQUIREMENTS**

<b>EDUCATION/ KNOWLEDGE REQUIREMENT:</b> Minimum education required to perform adequately in the position could reasonably be obtained only by completing the following					
<b>Required Education/ Training</b> (Choose one)		<b>Degree Information:</b> <b>Type of Degree: (B.A., M.A., etc.)</b> Master's Degree, Doctorate or Educational Specialist.			
<input type="checkbox"/>	Less than high school diploma	<b>Major field of study or degree emphasis:</b> School psychology and/or related subject area(s)			
<input type="checkbox"/>	High school diploma or GED				
<input type="checkbox"/>	1 year college			<input type="checkbox"/>	2 years college
<input type="checkbox"/>	3 years college			<input type="checkbox"/>	4 years college
<input type="checkbox"/>	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>Advanced knowledge of educational and personal school psychology principles, trends, methods and procedures;</li> <li>Knowledge of crisis intervention concepts, principles and techniques;</li> <li>Knowledge of all laws, statutes, or guidelines related to special education programming, due process and related requirements, data privacy, and ethical standards of school psychology;</li> <li>Knowledge of resources, service alternatives and options, community and referral sources;</li> <li>Thorough knowledge of school and district rules, regulations and procedures;</li> <li>Good judgment and decision making</li> </ul>			
<input checked="" type="checkbox"/>	2nd year graduate level				
<input type="checkbox"/>	Doctorate level				
<b>Required Work Experience in Addition to Formal Education/ Training:</b> Previous experience working with diverse populations in school settings preferred. Minimum of a completion of supervised internship in school psychology, full-year preferred.					
<b>Required Supervisory Experience:</b> N/A					
<b>LICENSE/ CERTIFICATION</b>		Master's degree in psychology, or related field. Must hold a valid Minnesota School Psychologist License.			

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	Apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally; Ability to relate and communicate effectively with people across all cultural, ethnic, and socio-economic groups; Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness; Ability to effectively communicate with and collaborate with families, staff, students and administration concerning student needs, student achievement, and social/personal concerns of students and their families.
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
Titles of Positions Directly Supervised	# of Employees
<b>TOTAL</b>	

<b>INDIRECT SUPERVISION:</b>	
Number of employees indirectly supervised:	<b>Total: Varies</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> The essential duties of the work are performed under various physical hazards or environmental conditions noted.	Work is primarily performed in a typical office or classroom setting and is exposed to a minimum of environmental conditions.
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities</b>				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry): up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/ responsibilities**

**Physical requirements associated with the position can best be summarized as follows:**

Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

\_\_\_\_\_  
Signature – Department Head

\_\_\_\_\_  
Date

Tammy Albers  
\_\_\_\_\_  
Signature – Human Resources

06/10/2020  
\_\_\_\_\_  
Date

Classification History: