



JOB TITLE: SCHOOL PSYCHOLOGIST

DEPARTMENT: Special Education

REPORTS TO: Assistant Superintendent for Special Education

JOB SUMMARY: Provides evaluation and consultation services to disabled students.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned by Administration.

1. Follow all established policies, practices, and procedures in terms of duties and responsibilities of the position as delegated by the Assistant Superintendent for Special Education and/or delegated supervisor.
2. Assist in determining if student meets criteria for an identified disability.
3. Participate as a member of the IEP team for initial, change of status, and three-year reevaluation IEPs.
4. Participate as a member of a multidisciplinary and manifestation determination teams and serve as a team coordinator in appropriate situations, as mandated by the Special Education rules.
5. Communicate in clear, understandable language, evaluation results to parents, referral sources, supervisor, and colleagues within the school setting prior to the IEP meeting.
6. Maintain accurate records in a manner consistent with State and Federal Law as required by intermediate school district and local educational agency.
7. Maintain a cooperative, harmonious relationship with professionals and others within the school setting, which fosters recognition and respect for every individual.
8. Organize time, energy, and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities as approved by supervisor.
9. Assess with formal and informal methods children referred as potential candidates for special education programs.
10. Administer and interpret tests which may assess intelligence, behavioral, psychological, and adaptive levels of functioning.
12. Keep records on children assessed.
13. Report to the staff knowledge gained by attendance at conferences.
14. Make home visitations to consult with parents regarding the needs of their children where necessary.
15. Maintain all aspects of confidentiality as it pertains to students, families and other protected information.
16. Contribute to in-service training programs for general education staff, community organizations, and other personnel at the request of the supervisor.

17. Obtain professional growth experiences and assume responsibility for keeping informed of current developments in own field and related fields of special education.
18. Provide services to non-disabled students only when directed by the Assistant Superintendent for Special Education or designee to assist with crisis interventions and academic interventions.

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

EDUCATION and/or EXPERIENCE

Meets requirements as stated in Michigan Special Education Rules.

CERTIFICATES, LICENSES, REGISTRATIONS

Certificates and/or licenses approved by the State of Michigan, Department of Education.

LANGUAGE SKILLS

Must be able to communicate effectively with children, parents/guardians, co-workers, staff and Administration. Must be able to read, comprehend and analyze instructions, correspondence, memos, reports, IEPs and related Special Education rules and regulations. Must be able to compose appropriate correspondence and reporting with clear and concise information utilizing proper spelling and grammar.

MATHEMATICAL SKILLS

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations in order to make comparisons and/or determinations of evaluations of student(s) to the general population, and to produce charts, graphs, and reports.

REASONING ABILITY

Must be able to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES

Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills with people and situations.

PHYSICAL DEMANDS & WORK ENVIRONMENT *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. Specific vision abilities required by this job include close vision. The noise level is generally quiet to moderate.

Driving and travel to other school districts is necessary. This job is performed in a generally clean and healthy environment; however the employee may have a higher incidence of exposure to children's illnesses.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

OTHER INFORMATION

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

Employee

Date

NOTE: Applicants desiring disability accommodations should contact the supervisor and/or Human Resources.

Statement of Compliance with Federal Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 [\(989\) 386-3851](tel:9893863851).