



HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Licensed Specialist in School Psychology

Salary Block: Administrative Professional
Pay Grade 5

Reports To: Director of Special Education

Wage/Hour Status: Exempt

Terms of Employment: 197 Days

Minimum Qualifications:

- Licensure as a Specialist in School Psychology (LSSP) by the Texas State Board of Examiners of psychologists
- Five years' experience in Special Education preferred
- Adheres to TEA guidelines and ethical and legal standards as noted by the Texas State Board of Examiners and Psychologists

Special Knowledge/Skills:

- Thorough knowledge of federal and state mandates regarding special education
- Demonstrated skill in psychological assessment, consultation and development of behavior intervention strategies applicable to the educational setting
- Excellent organizational, communication, public relations and interpersonal skills
- Bilingual in English and Spanish preferred
- Ability to operate computer and software applications proficiently

Primary Purpose

The primary purpose is to evaluate and provide comprehensive psychological services and expertise on behalf of the district's Special Education Department.

Performance Responsibilities:

1. Evaluates students as part of a Multidisciplinary Team for students referred for a Full and Individual Evaluation (FIE) according to federal and state guidelines.
2. Participates in Admission Review and Dismissal (ARD) committee meetings when deemed appropriate to ensure eligibility, appropriate instructional and related services goals and objectives.
3. Assists the ARD committee in the development of Individualized Education Plans (IEPs) for students receiving special education services.
4. Provides recommendations for Behavior Intervention Plans (BIPs) and Functional Behavioral Assessments (FBAs) to enhance instructional goals and consults with appropriate staff members to ensure the successful implementation of BIPs.
5. Participates in Manifestation Determination ARD committee meetings.
6. Acts as a liaison between the school and juvenile court when necessary.
7. Maintains timelines with evaluations (initials/re-evaluations).
8. Responsible for completion and submission for service delivery logs on a timely basis.
9. Consults with administrators, teachers, parents and community agencies concerning prevention/intervention strategies for student learning, behavioral problems and mental health.

10. Provides a range of psychological services and counseling at the campus level to include but not limited to the areas of high academic achievement, positive social/behavior skills and the respect and tolerance of others.
11. Conducts individual, group or family therapy for special education students requiring counseling as a related service in accordance with the ARD/IEP committee report.
12. Assumes a leadership role in identifying needs and providing staff development related to the delivery of psychological services to disabled students while creating supportive learning environments.
13. Maintains appropriate records and monitors student eligibility folders to ensure compliance with federal, state and district regulations.
14. Collaborates with community health personnel, general education counselors and social workers to provide appropriate support.
15. Participates in professional growth activities to ensure professional growth.
16. Participates in MAC/SHARS program and submits documentation in a timely manner.
17. Assures the provision of procedural safeguards for special education students.
18. Maintains appropriate inventory of professional assessment kits and protocols.
19. Develops and maintains networks with various community agencies.

Other

20. Upholds and adheres to safety rules and policies of the Clint ISD safety program.
21. Supports the goals and objectives of the school district and follows all district policies.
22. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
23. Demonstrates a high level of independent, ethical, and professional conduct.
24. Provides optimal customer service to all students, employees, parents and community members of the district.
25. Performs any other duties as assigned by the appropriate supervisor.

Supervisory Responsibilities:

26. Supervise LSSP interns and/or LSSP trainees as required.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; occasional prolonged and irregular hours, regular district-wide travel to multiple work locations as assigned; occasional state travel; and moderate lifting and carrying.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Terms of Employment

Work year established by the Superintendent; Salary according to schedule adopted annually

Evaluation:

Job performance will be evaluated annually as per district policies and procedures

Print Name

Employee's Signature

Date