

DISTRICT 112 – THE SCHOOLS OF EASTERN CARVER COUNTY

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>School Psychologist</i>	Department / Building: <i>Specialized Services</i>
Reports to: <i>Specialized Services Director/Supervisor</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: <i>C-5-2</i>	Bargaining/Work Unit: <i>CEA</i>
Position Last Updated:	Next Position Description Update:

SECTION II: JOB SUMMARY

Evaluation of students and provide results to parents & student study teams. Serve as a resource to district personnel and members of school community.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:		<i>Planning and Preparation</i>

Tasks involved in fulfilling above duty/responsibility:

- Demonstrate knowledge of content and pedagogy
- Demonstrate knowledge of student
- Select goals
- Demonstrate knowledge of resources

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:		<i>Evaluation</i>

Tasks involved in fulfilling above duty/responsibility:

- Communicate clearly and accurately
- Use questioning and discussion techniques
- Provide feedback to Evaluation Team
- Demonstrate flexibility and responsiveness
- Perform Psychoeducational Evaluation to determine appropriate program and instructional process
- Application of a variety of evaluation protocols
- Interpret data, facts, procedures and policies

Duty/Responsibility No:	3	Statement of duty/responsibility:
Percent of Time:		<i>Professional Responsibilities</i>

Tasks involved in fulfilling above duty/responsibility:

- Maintain accurate records
- Communicate with parents
- Contribute to school and district
- Grow and develop professionally
- Show professionalism

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Has extensive content knowledge, with evidence of continuing pursuit of such knowledge.
- Searches continually for best practices.
- Knows student age groups, approaches to learning skills, interests, and cultural heritage.
- Serves as a resource pertaining to student behavior management and learning strategies.
- Communicates clearly both orally and in writing.
- Uses appropriate questioning technique.
- Knowledge of evaluation and research techniques, strategies and procedures.
- Assures feedback is consistently provided in a timely manner.
- Can apply Minnesota State Criteria for Special education.
- Performs a wide variety of evaluation protocols
- Prepares recommendation pertaining to student remediation, placement in special programs and psychoeducational intervention.
- Assists in the development of individual education plans.
- Participates in parent conferences, pupil evaluation reviews and provides student profiles indicating student strengths and weaknesses.
- Serves as a member of student study teams and collaborates with other team members.
- Consults with parents to further their understanding of the learning and emotional adjustment processes pertaining to their child.
- Demonstrates genuine caring and respect for individual students
- Maintains appropriate student records
- Communicates with parents about students' progress
- Demonstrates that support and cooperation characterize relationships with colleagues
- Seeks out opportunities for professional development and actively assists other educators.
- Demonstrates service to students, advocacy for learners, and sound decision-making.
- Knowledge of social service and youth service agencies in the local and greater metropolitan area.
- Serves as resource to site and district personnel and members of school community.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Minnesota Department of Education Licensed School Psychologist

SECTION VI: EXPERIENCE REQUIREMENTS

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Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.