

East Baton Rouge Parish Schools Position Description

Job Title: Certified School Psychologist

Reports To: ESS Director and ESS Supervisor

Prepared By: Exceptional Student Services Leadership Team

Approved Date: 1-15-05/Revised 4/19/16

Summary

The Certified School Psychologist provides direct services to local schools, such as assessments, in-services, and consultations concerning intervention strategies, referrals and follow-up. The Certified School Psychologist collects and compiles data as needed for the department, district, state, and federal reports, and assists school staff in crisis intervention.

Essential Duties and Responsibilities

- Serves as a member of a multi-disciplinary team and provides psycho-educational assessments for the identification of children's/student's needs and provide written reports within the required timelines.
- Provides information and referral services for child/student and family to other community resources.
- Works directly with the child/student and family, utilizing accepted psycho-educational methods.
- Establishes and maintains contact with school personnel for the purpose of discussing and implementing techniques of working with children/students and their families.
- Confers with parents, teachers, principals, Pupil Appraisal Staff, and other system professional staff whenever necessary on matters relative to assessment, educational and behavioral interventions, exceptional children, learning/teaching strategies and other areas within the expertise of the Certified School Psychologist.
- Maintains case records, reports, and all necessary forms in order to provide for continuity of services and program accountability.
- Follows established guidelines of the program in which Certified School Psychologist is employed.
- Organizes and conducts in-service training with school personnel and parents.
- Explains and interprets the assessment process to parents, teachers, principals, and other school system personnel.
- Appropriately selects, administers, scores, and interprets assessment instruments and provides, within specified timelines, reports of results obtained.
- Participates interpreting test results and in planning appropriate programs for individual children/students.
- Provides preventative, related, and support services to children/students as appropriate.
- Consults with teachers, parents, and appropriate persons regarding the significance of psychological data to the learning and /or behavioral process.
- Functions as evaluation coordinator for designated referred students insuring compliance with *Bulletin 1508, the Pupil Appraisal Handbook* and local policies and procedures.
- Participates in special education eligibility determination and Individualized Education Program staffings, when appropriate.

- Maintains accurate case records on all children/students regarding enrollment in the School Building Level Committee process including initial screening and individual evaluations, and other services provided by the Certified School Psychologist in accordance with the requirements of parish, state, and federal laws, regulation, and/or policies.
- Attends required staff and professional meetings and other staff development requirements.
- Facilitates communication between the home and the school, seeking to involve families in the educational process of their children and providing feedback to the school on family situations and problems.
- Keeps abreast of new developments in the area of education and keeps other appropriate school personnel informed of the same.
- Completes and maintains a required tracking system which will reflect the provision of services to children/students and personal accountability.
- Serves as a member of a behavior and counseling team and provides social assessments and counseling to the identified child/student determined by the IEP committee as being in need of counseling.
- Facilitates Section 504 evaluations/reevaluations and development of Section 504 plans
- Ensures the implementation of Section 504 procedures at the school building level
- Ensures that school provides notices and documented parental consent and schedules annual reviews of each Section 504 plan, schedules periodic reevaluations of all students eligible under Section 504 at least every three years.
- Performs other such duties and assumes such other responsibilities as assigned by the ESS Supervisor.

Essential Functions and Qualifications

EDUCATION and/or EXPERIENCE

Appropriate certification as Certified School Psychologist by the State Department of Education, Bureau of Teacher Certification. Demonstrates ability to work cooperatively with other professionals, children, and their parents.

LANGUAGE SKILLS

The Certified School Psychologist must be able to effectively communicate in English both orally and in writing. Must have ability to accurately give and receive information via telecommunication system and must be able to communicate successfully with students, teachers, parents, school personnel, and the community.

REASONING ABILITY

The Certified School Psychologist must be able to work cooperatively with students, teachers, parents, school personnel, and the community. Must be able to respond appropriately to supervision and accept commendations and recommendations. Must demonstrate sensitivity/understanding in interpersonal relations with persons of diverse cultures/backgrounds. Must respond positively to supervision and to accept suggestions for improvement.

PHYSICAL DEMANDS

The Certified School Psychologist should be able to perform these physical activities: standing, walking, reaching, bending, and lifting 20 pounds (sometimes required). Must be able to operate office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Mobility skills are necessary to access a variety of work locations.

MENTAL INVOLVEMENT

The Certified School Psychologist must be able to plan and implement appropriate educational programs for all students and teachers. Must be able to understand and interpret written and verbal instructions. Must keep accurate, up-to-date written records. Must be able to comply with state and parish regulations. Must be able to utilize effective classroom management techniques.

WORK ENVIRONMENT

The Certified School Psychologist will work in a climate controlled environment adhering to School Board energy policy and in the outside areas, which are subject to climate extremes. The length of the workday varies as the result of evening activities or emergencies. In addition, job responsibilities may require work on weekends or holiday and attendance at meetings.

Professional Conduct

Employee acknowledges that he/she is required to maintain a high standard of professional conduct. Breach of said professional conduct includes but is not limited to: neglect of duty, dishonesty, and engagement in acts that are contrary to EBRPSS policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Funding Source:

General Fund

Salary Scale

Terms of Employment:

10 months

Employee Name

SSN

Employee Signature

Date