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**Job Title:** Licensed Specialist in School Psychology (LSSP)      **Wage/Hour Status:** Exempt  
**Reports to:** Director of Special Education      **Pay Grade:** AP3  
**Dept./School:** Special Education      **Date Revised:** 9/2025

**Primary Purpose:**

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred to special education services.

**Qualifications:**

**Education/Certification:**

- Master's degree in Psychology from accredited college or university
- Valid Texas license as a licensed specialist in school psychology (LSSP) issued by the Texas State Board of Examiners of Psychologists
- Applicants must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant, before continuing within the process towards possible employment

**Special Knowledge/Skills:**

- Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills

**Experience:**

- Three (3) years' experience providing psychology services in an educational setting

**Major Responsibilities and Duties:**

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.
2. Score and interpret test data.
3. Develop psychological evaluation reports and behavior management plans.

4. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
5. May serve as case manager and implement the special education assessment process for students on assigned campuses.
6. Conduct group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems.
7. Serve as consultant on mental health topics for instructors in the school health program.
8. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.
9. Provide staff development training in assigned schools to assist school personnel with identification and understanding of students with emotional, social, and behavioral disturbances.
10. Meet with parents to discuss pertinent background information and test results.
11. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.
12. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.
13. Develop and maintain effective individual and group relationships with students and parents.
14. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
15. Assist in the selection of assessment materials and equipment.
16. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.
18. Comply with all district and local campus routines and regulations.
19. Participate in professional development activities to improve skills related to job assignment.
20. Maintain a positive and effective relationship with supervisors.
21. Effectively communicate with colleagues, students, and parents.
22. Daily attendance and punctuality at work are essential functions of the job.
23. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

May provide clinical supervision to intern or trainee.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular light lifting and carrying (less than 15 pounds), occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

**Edgewood Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), age, national origin, disability, military status, genetic information, or on any other basis prohibited by law.**

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_