

**EAST ORANGE SCHOOL DISTRICT**  
**East Orange, New Jersey**



**School Psychologist**  
**Position**

**REPORTS TO:** Director of Special Education and School Administrator

**RESPONSIBILITIES:**

- 1) Serves as a professional member of the basic Child Study Team (CST) consisting of a Psychologist, a Social Worker and a Learning Disabilities Teacher-Consultant
- 2) Shows an awareness of the regulations, guidelines and procedures presented in the Individuals with Disabilities Education Act and the New Jersey State Administrative Code Chapter 14:6A
- 3) Responsible for screening, identifying, evaluating and classifying disabled children
- 4) Responsible for case-managing students in the CST evaluation process, students with disabilities who have established Individualized Education Programs and students with Section 504 Accommodation Plans
- 5) Develops Individualized Education Programs (IEPs) and 504 Accommodation Plans (Eligibility, Annual, Triennial, and Revisions)
- 6) Conducts psychological evaluations
- 7) Responsible for interpreting team findings to administrators, teachers, parents, and students
- 8) Conducts and participates in CST conferences
- 9) Prepares required reports and maintains appropriate records
- 10) Provides consultation to special education teachers and to students receiving special education and related services
- 11) Provides consultation to general education teachers instructing special needs students in mainstream settings
- 12) Provides counseling services as dictated in student IEPs
- 13) Provides crisis counseling as needed (students & staff)
- 14) Consults and collaborate with other school personnel in collecting and giving information on identified cases and in establishing and planning respective roles
- 15) Serves as a resource person to the school community
- 16) Provides parents with information and assistance to increase their understanding of the IEP process and to increase their level of advocacy as a parent of a child with special needs
- 17) Communicates with outside agencies—private or public (with parental consent)—to provide comprehensive wrap-around services to students in need

- 18) Evaluates classified students seeking enrollment into the district to make recommendations of comparable programming and placement
- 19) Participates in professional development activities (in-services, seminars, trainings, and workshops) related to the field of school and clinical psychology
- 20) Develops and presents in-service programs in related field to school community, as directed
- 21) Attends staff, professional, and other appropriate meetings
- 22) Remains abreast of issues and trends in the field of education and psychology
- 23) Participates on school-based, district-based committees and/or community-based committees
- 24) Performs other related duties as assigned by the principal or designee

## **HUMAN RELATIONS**

- 1) With Students
  - a. Demonstrates warmth and friendliness
  - b. Demonstrates patience, empathy, and understanding
  - c. Promotes good interpersonal relationships
  - d. Creates a supportive environment
  - e. Is a positive role model for students in speech, appearance, behavior, and attitude
  - f. Demonstrates awareness for different cultures as well as backgrounds and employs appropriate techniques in dealing with each student's needs
  - g. Displays evidence of understanding each student's social, emotional, physical and intellectual growth and development
- 2) With Staff
  - a. Works cooperatively and enthusiastically with other staff and the administration in achieving the district's educational goals
  - b. Exhibits professional and ethical attitudes and behaviors toward colleagues

## **SCHOOL-WIDE EFFECTIVENESS**

- 1) Contributes/lends assistance to committees, staff meetings, and/or individuals promoting school-related activities
- 2) Demonstrates good attendance and punctuality

## **PROFESSIONAL GROWTH**

- 1) Works with colleagues to evaluate and ensure program effectiveness
- 2) Seeks assistance when necessary
- 3) Accepts and uses constructive suggestions

- 4) Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops and lectures, reading current material, and participating in professional organizations
- 5) Develops ways of applying recently acquired professional knowledge and skills
- 6) Sets appropriate professional growth goals and objectives

#### **QUALIFICATIONS:**

- 1) Master's Degree
- 2) Valid New Jersey Educational Services Personnel Certificate as School Psychologist
- 3) Professional experience with children preferred
- 4) Required criminal history background check and eligibility to work in the United States
- 5) All applicants must meet NJ Residency requirements as per "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- 6) Must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- 7) Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

#### **PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT**

*The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.*

**Vision:** (which may be corrected) to read small print; view a computer screen for prolonged periods

**Hearing:** (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

**Speech:** to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

**Upper Body Mobility:** use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

**Strength:** to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

**Environmental Requirements:** encounter constant work interruptions; work cooperatively with others; work independently; work indoors

**Mental Requirements:** read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

**APPLICATION PROCEDURE:**

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

**SELECTION PROCEDURE:**

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

**TERM OF EMPLOYMENT:**

Ten-month work year

**SALARY RANGE:**

As per the negotiated agreement between the EOBOE and the EOEA

***Approved by the East Orange Board of Education: June 8, 2021***

*Revised 6/1/2021*