



## School Psychologist

### Job Description

<b>Reports To:</b>	Senior Student Services Officer
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified, Salaried
<b>Salary Range:</b>	\$48,076-\$99,188 based on education and experience.
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite Office
<b>Position Summary:</b>	Under the direction of the Director of Student Services, the School Psychologist plays a critical role in supporting students' academic, social, emotional, and behavioral success. This position conducts comprehensive psycho-educational evaluations, develops targeted interventions, and collaborates with educators, families, and community partners to foster a safe, inclusive learning environment. The School Psychologist also leads crisis response efforts, supports special education eligibility processes, and contributes to the implementation of effective intervention programs.

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### **ESSENTIAL FUNCTIONS and RESPONSIBILITIES:**

#### **General Duties**

#### **Assessment & Intervention**

- Conduct psycho-educational evaluations to assess students' intellectual, academic, social-emotional, and behavioral needs.
- Administer and interpret standardized assessments, integrating multiple data sources to guide intervention strategies.
- Perform functional behavior assessments and systematic observations to inform behavioral and instructional support.
- Provide direct and indirect services outlined in students' Individualized Education Plans (IEPs), including counseling and intervention support.

### **Collaboration & Consultation**

- Participate in IEP conferences, team meetings, and problem-solving discussions to develop effective student support plans.
- Consult with educators, families, and administrators to implement research-based behavioral and academic interventions.
- Partner with mental health professionals, medical providers, and social services agencies to expand student and family support networks.

### **Program Development & Leadership**

- Lead crisis intervention efforts, supporting students, staff, and families during high-impact situations.
- Develop and refine evidence-based programs that integrate social-emotional learning, coping skills, and restorative practices into classrooms.
- Train educators on behavioral intervention strategies and interpretation of screening data to strengthen tiered support systems.
- Support network-wide initiatives focused on student wellness and continuous improvement efforts.

### **Data Analysis & Compliance**

- Manage the collection, analysis, and reporting of student behavior and mental health data to track program effectiveness.
- Utilize screening tool insights to refine intervention strategies at the classroom and grade level.
- Maintain student records and ensure compliance with state and federal regulations regarding special education and student support services.
- Engage in ongoing professional development to stay current on best practices in educational psychology and intervention research.

### **Additional Responsibilities**

- Represent the network at professional conferences, training sessions, and committees focused on behavior and mental health.
- Use technology to compile reports, analyze trends, and enhance communication within student support teams.

- Participate in professional learning opportunities, maintaining certifications and expertise in crisis intervention, behavior analysis, and assessment protocols.

## **QUALIFICATIONS GUIDE:**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education & Experience:**

- Valid Minnesota License in School Psychology or eligibility through the Professional Educator Licensing and Standards Board (PELSB).
- Experience working with school aged children.
- Ability to build successful relationships with students, parents and staff.
- Effective communication skills and ability to collaborate with teams.

### **Essential Knowledge & Skills**

- Strong understanding of psychometric properties of various assessment tools
- Knowledge of the principles, practices, and ethical standards of School Psychology
- Familiarity with special education laws, regulations, and network policies, ensuring compliance
- Ability to effectively support students, parents, and educators regarding student needs
- Expertise in research-based academic and behavioral intervention development
- Strong communication skills, both oral and written
- Ability to convey ideas clearly and concisely
- Proficiency in basic computer literacy, including word processing and data entry

### **Work Assignments & Mobility**

- Staff may be reassigned between buildings or programs within the network

### **Other Qualifications:**

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

### **Knowledge:**

- Knowledge of diversity, equity and inclusion practices

- Knowledge of applicable laws, codes, regulations, policies and procedures

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Anti-Discrimination Policy and Commitment to Diversity:**

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").