**POSITION TITLE:** Licensed Specialist in School Psychology (LSSP)  
**CONTRACT LENGTH:** Varies

**DATE:** 8/12/13  
**DATE OF LAST REVISION:** 8/12/13

**JOB CODE:** 000650, 000651, 000652, 000653, 000654  
**PAY GRADE:** EV  
**FLSA EXEMPTION STATUS:** E

**Job Family – Academics**

### JOB SUMMARY
The Licensed Specialist in School Psychology (LSSP) performs professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. The LSSP assesses the psychological needs of students referred to special education services.

### MAJOR DUTIES & RESPONSIBILITIES

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<th>List most important duties first</th>
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1. **Prevention**  
- Synthesizes psychological research for dissemination in large group staff development trainings as well as for use in individual mentoring.  
- Conducts in-services for school personnel on emotional/behavioral markers, classroom modifications/accommodations and structured intervention strategies.  
- Provides professional input and support to campuses on the use of multi-tiered systems of supports to address student needs.

2. **Intervention**  
- Conducts behavioral observations.  
- Provides psychological expertise and renders a professional opinion addressing mental health issues and their inter-relationship with disciplinary infractions in the context of Manifestation Determination Review (MDR) meetings.  
- Provides consultation regarding behavioral management/structured intervention strategies for teachers and/or parents.  
- Provides functional behavioral assessment (FBA) through the use of comprehensive data-gathering methods to develop Behavior Support Plans (BSP) and to delineate positive behavior strategies for teachers and other school staff.  
- Provides counseling and psychological services as an IEP related service evaluation and service to students in special education.  
  - Documents sufficient data in the report to develop a well written Present Levels of Academic Achievement and Functional Performance (PLAAFP)  
  - Completes evaluation summaries and other pertinent components in the EasyIEP™ system  
  - Documents service and progress in the EasyIEP™ system  
  - Provides a timely progress report to the parent or adult student  
  - Reviews service progress at the Admission Review Dismissal/Individualized Education Plan (ARD/IEP) meeting as required  
- Generates case formulations to guide multi-disciplinary teams during Placement Review (PR) and Central Case Review (CCR) meetings.

3. **Evaluation**  
- Administers psychological tests and conducts clinical interviews with students.  
- Reviews information on referred students such as results of full and individual evaluations,
**Houston Independent School District**  
**Job Description**

- Schedules and interprets test data and incorporates data from full and individual evaluation.
- Conducts behavioral observations.
- Utilizes appropriate scoring program analysis and comprehensively interprets results.
- Prepares a psychological evaluation report on the FIE Writer for each student evaluated.
- Conducts behavioral observations.
- Participates in multi-disciplinary team (MDT) meetings with other professionals for students evaluated.
- Participates as a member of the Admission Review Dismissal/Individualized Education Plan (ARD/IEP) Committee for students evaluated.
- Recommends appropriate disability condition(s) and behavioral management strategies for ARD/IEP Committee considerations.
  - Documents sufficient data in the FIE to develop a well written Present Level of Academic Achievement and Functional Performance (PLAAFP)
  - Completes evaluation summaries and other pertinent components in the EasyIEP™ system
- Reviews outside psychological and neuropsychological evaluations provided by other districts, agencies, or by the parent.

4. Performs other job-related duties as assigned.
# Houston Independent School District

## Job Description

<table>
<thead>
<tr>
<th>EDUCATION</th>
<th>Master's degree from an accredited college or university</th>
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<tbody>
<tr>
<td>WORK EXPERIENCE</td>
<td>One year of experience providing psychological services in an educational setting</td>
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<tr>
<td>TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION</td>
<td>Valid Texas license as a Licensed Specialist in School Psychology (LSSP) granted by the Texas State Board of Examiners of Psychologists</td>
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<td>Microsoft Office and office equipment (e.g., computer, copier)</td>
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<td>Ability to communicate effectively in both written and oral forms with all levels of management, internal and external to the department</td>
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<td>Ability to travel to schools throughout the district</td>
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<td>Valid Texas driver's license with appropriate insurance coverage</td>
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<tr>
<td>LEADERSHIP RESPONSIBILITIES</td>
<td>No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.</td>
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<td>WORK COMPLEXITY/INDEPENDENT JUDGMENT</td>
<td>Work is substantially complex, varied, and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.</td>
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<td>BUDGET AUTHORITY</td>
<td>No budget development activity is required.</td>
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<td>PROBLEM SOLVING</td>
<td>Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.</td>
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<td>IMPACT OF DECISIONS</td>
<td>Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.</td>
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<tr>
<td>COMMUNICATION/INTERACTIONS</td>
<td>Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.</td>
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<tr>
<td>CUSTOMER RELATIONSHIPS</td>
<td>Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.</td>
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<td>WORKING/ENVIRONMENTAL CONDITIONS</td>
<td>Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.</td>
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