

POSITION RESPONSIBILITY WRITE-UP

Position Title:	School Psychologist	Date:	September 2000
Department:	Student Services	Location:	Districtwide
Accountable To:	Principal(s) Student Services Supervisors		

Primary Objectives of Position

To provide school psychological services to learners with disabilities. This includes leadership and training across all buildings and programs to ensure quality, consistency, and continuity in special education assessments and programming.

MAJOR AREAS OF RESPONSIBILITY

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| Conducts and interprets psychoeducational assessments; provides interpretation of out of district psychological evaluations. | 1 |
| Performs duties expected of all teaching staff in special education assignments, such as Referral Review Team participation, IEP management, liaison as appropriate with outside agencies, administrative representative, service provider, etc. | 2 |
| Contributes to building leadership by training staff about special education due process procedures; acts as a resource regarding appropriate procedures required by federal and state mandates and district guidelines. | 3 |
| Trains teachers to use standardized and other evaluation tools and to accurately interpret results. | 4 |
| Analyzes purposes and effects of pupil behavior in order to develop, implement, and monitor behavior intervention plans. | 5 |
| Provides individual short-term and crisis intervention counseling to learners with disabilities and those “at risk” for developing disabilities. | 6 |
| Collaborates with staff in providing analysis and development of positive learning environments. | 7 |
| Educates staff and parents regarding child/adolescent development and other topics related to children’s mental health. | 8 |
| Participates as an active member in building prevention, student assistance, and other problem-solving teams as appropriate. | 9 |

Works with administration to examine the effectiveness of special education programs and services.	10
Maintains records consistent with federal and state laws and with District policy and regulations.	11
Assumes responsibility for professional growth in the field of school psychology.	12
Accepts other responsibilities as delegated by the Director of Student Services.	13

KNOWLEDGE, SKILLS & ABILITIES

Licensure by the State of Minnesota as a School Psychologist.