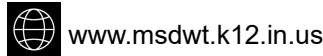


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
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The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	School Psychologist
Qualifications Profile (Licensure)	This position requires a valid and active license issued by the Indiana Department of Education
Education	Candidates must document successful attainment of degrees required for licensure in the state of Indiana, Masters Degree required
Location	To be determined
Position Start Date	immediate
Work Schedule	Full-Time
Calendar Length	195 day contract
FLSA Classification	Salaried, Exempt
Salary/Hourly Rate	Dependent on experience and Education level, eligible for administrator benefits
Benefits	Benefits are effective 1 st of the month following the first day of employment. Additional benefits information can be found at https://www.msdwt.k12.in.us/benefits

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

The School Psychologist is assigned to specific school(s) and he/she is the special education administrator for the school and reports directly to the Director of Special Services/designee.

Essential Functions

Serving as the Multidisciplinary Evaluation Team coordinator which includes:

- Completing a full record review and responding to evaluation requests which may include informed consent meetings with the parent
- Appointing multidisciplinary evaluation team (M-Team) members once consent has been obtained.
- Conducting psychoeducational evaluations for students with suspected disabilities ages 3-22.
- Completing staffing with the M-team prior to the case conference meeting to review evaluation data and assist special education staff with IEP recommendations.
- Coordinating the Case Conference to ensure all required members are present and in compliance with Article 7
- Synthesizing the M-Team evaluation results to provide an accurately written report to the parent/guardian.
- Facilitating the Case Conference Meetings
- Completing necessary paperwork in compliance with Article 7 rules and regulations.

Serving as the Special Education Administrator in assigned buildings which includes:

- Maintaining timelines and conducting child find activities in a timely manner.
- Acting as a Public Agency Representative in select Case Conferences
- Assisting building administrators, special education staff, and general education teachers in complying with Article 7 guidelines.
- Act as liaison between building resource staff and special education directors
- Monitoring special education staff with compliance timelines
- Participating in case conference meetings at the request of administration, including facilitating Manifestation Determination conferences.
- Knowing the full-continuum of services required as options for student's educational placement and least restrictive best practices.
- Providing follow-up to case conference recommendations including but not limited to requests for additional evaluations, community agency recommendations, and consideration of testing completed by outside agencies and/or members external to the M-team.
- Keeping building principals/designee' and the office of special education apprised of matters related to state and federal special education rules and regulations
- Facilitate professional development meetings for building teams related to special education topics

Additional Duties

- Keeping informed of state and federal rules and regulations governing special education.

- Collaborating and consulting with school leaders in the district and building implementation of MTSS to implement proactive supports to prevent over identification of diverse learners in special education.
- Proposing, developing, and implementing professional development activities for staff, administration, and parents.
- Assisting in maintaining and purchasing test materials and supplies.
- Assuming responsibility to remain current in the field of special education and psychological evaluations.
- Coordinating collaborative efforts with students, parents, administration, staff and community members.
- Supporting staff in understanding second language acquisition, language development, and best practices for teaching culturally and linguistically diverse students.
- Attend all scheduled School Psychologist Team, individual, and district meetings set forth by the district.
- Provide support for the building's Suicide Risk Assessment team.
- Review Move In IEPs to make determinations of alignment with Article 7
- Collaborate with the School Psychologist team to review & develop district procedures
- Perform other duties as assigned

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Seldom
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Climbing	Seldom
Overhead work	Seldom

CONTACT INFORMATION

Dr. Wendy Skibinski, Director of Special Services
wskibinski@msdwt.k12.in.us

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.