



Special Education School Psychologist Job Description

November 2025

Immediate Supervisor	Director of Special Services	Work Day	177 days	FLSA Status	Exempt
Position Summary					
<p>The Special Education School Psychologist assesses and supports students with academic, social, and behavioral needs. This role collaborates with teachers, parents, and staff to develop interventions, Positive Behavior Intervention Plans, and evidence-based solutions. Responsibilities include conducting assessments, participating in team meetings, providing timely written reports, assisting with crisis intervention, and connecting families to resources. The School Psychologist upholds district policies, maintains confidentiality, fosters collaboration, and engages in ongoing professional growth.</p>					

Essential Duties and Responsibilities:

- Serves as a member of the Student and Teacher Assistance Team.
- Consults with general education staff in the design, implementation and evaluation of early interventions with children experiencing academic difficulty.
- Consults with parents, teachers, and other school personnel to determine root causes of behaviors and help develop solutions including the development or updating of Positive Behavior Intervention Plans.
- Attends Evaluation Planning meetings.
- Attends IEP and Evaluation Results meetings (as needed).
- Communicates with families in culturally-appropriate ways regarding special education programs and responds to family concerns to successfully engage families in the process.
- Assesses students' educational needs through standardized scales, checklists, interviews and observations.
- Provides factual, accurate, and concise written reports within the required time frame.
- Completes documentation and billing for Medicaid (MA) reimbursable services provided to eligible students in accordance with state and district regulations.
- Serves as a member of the District's Mental Health Team.
- Works with Administration to implement and ensure training for staff on working with students with social/emotional/behavioral disabilities.
- Assist with cases of child abuse/neglect and crisis intervention.
- Provides resources for families in need of medical, psychiatric, and other tests and examinations for the student(s) that may disclose causes of difficulties and indicate remedial measures, when approved by the family.
- Acts as liaison between student, home, school, and community resources such as family service agencies, child guidance clinics, courts, protective services, and doctors.
- Completes assigned tasks in an organized and efficient manner as set by the Director of Special Services.
- Performs other duties of a comparable level or type, as required.

- Follows PACT policies and procedures, adhering to the mission and values of the district.
- Shows professionalism through respect, integrity and maintaining confidentiality.
- Participates in a professional community where colleague relationships are characterized by mutual support and cooperation.
- Demonstrates continued professional growth through participation in continuing education courses, professional activities, and/or organizations.
- Grows and develops professionally by welcoming feedback on performance.

Work Requirements and Characteristics

Education and Experience	Skill Requirements
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<ul style="list-style-type: none"> • MEd or PsyS • Current State of Minnesota School Psychologist License. • Will consider a candidate seeking an internship. 	<ul style="list-style-type: none"> • Strong verbal and written communication skills, with the ability to read, write, and interpret documents and produce clear, accurate reports. • Demonstrated critical thinking and problem-solving skills to support effective decision-making and student interventions. • Proven ability to conduct comprehensive psychological and educational assessments and provide evidence-based recommendations to support students' development. • Ability to speak effectively with individuals and groups and present information clearly to parents, staff, students, and school teams. • Cultural competence and the ability to work respectfully and effectively with diverse students, families, and colleagues. • Knowledge of special education law, psychological assessment practices, child development, FERPA, and confidentiality requirements. • Knowledge of Medicaid (MA) billing procedures and documentation requirements. • Strong crisis intervention skills and the ability to respond appropriately to urgent student needs. • Ability to establish and maintain positive, professional relationships with students, families, and staff. • Effective collaboration skills to work as part of multidisciplinary teams across the district. • Strong organizational and time-management skills, with the ability to manage multiple assessments, complete documentation on time, and meet deadlines. • Ability to collect, analyze, and use data from assessments, observations, and school reports to guide interventions and recommendations. • Proficiency with technology, digital record-keeping systems, and standard office software, with the ability to learn new tools as needed. • Demonstrated professional judgment, ethical practice, and the ability to maintain appropriate boundaries and confidentiality.
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Hazardous Working Conditions and/or Exposure	See Physical Demands & Working Environment Chart
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Approval

This position description reflects an accurate summarization of the current duties and responsibilities assigned to the position and may be subject to other duties as assigned.

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Employee Signature	Date
_____	_____
Direct Supervisor Signature	Date
_____	_____
Human Resource Specialist Signature	Date