JOB DESCRIPTION

PERTH AMBOY BOARD OF EDUCATION

SCHOOL PSYCHOLOGIST

Qualifications:

- Possession of New Jersey Educational Services School Psychologist Certificate.
- Hold a Master's Degree from an accredited college or university.
- Have excellent integrity and demonstrate good moral character and initiative.
- Have excellent experience in teaching and working with children and adolescents.
- Demonstrate knowledge and understanding of child growth and development, learning assessment and diagnosis, psychological research related to learning, group and individual counseling.
- Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.
- Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
- Provide evidence that a criminal record history check has been conducted and clearance has been given.
- Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation.

Reports To: Chief Supervisor of Special Services

Statement of Job:

The School Psychologist is responsible to the Chief Supervisor of Special Services for the psychological examination of children referred to the Department of Special Services. He/she shall be a member of the Child Study Team and in that capacity perform such functions as indicated by Federal and State regulations and as ascertained by the Board of Education.

Duties and Responsibilities:

The School Psychologist shall, within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable: Provide psychological services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and reevaluation of students in need of special services, in accordance with all applicable federal, State and local codes and regulations.

- Use observation and various assessment techniques as a certified psychological examiner to make psychological diagnostic evaluations of individual students in terms of social, emotional, and intellectual development in order to identify and diagnose learning strengths, difficulties and adjustment problems which manifest themselves in the school setting.

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- Share findings in writing and orally with appropriate staff and family so that effective interventions and programs are provided.

- Prepare with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student. Monitor the Plan's implementation, and participate in the annual review.

- Ensure that the instructional program for the identified student addresses the Common Core Standards and any accommodations. Also, ensure that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.).

- Assist with group testing programs for measuring the aptitudes, achievements, interests, and social-personal development of students, and assist the instructional staff in interpretation of the findings so that programs are developed or modified to meet the needs of students.

- Provide counseling in individual and group settings for students, parents, and personnel who work with the student(s). Assist students with learning to take responsibility for behavior and attitudes, developing problem-solving and decision-making skills to resolve conflict and crisis situations, and improving interpersonal relationships.

- Monitor and determine whether the present educational program is the one best suited for a student's development and make appropriate recommendations for change where indicated.

- Serve as a liaison and coordinate services between the school and the mental health professional agencies and resources in the community.

- Administer, score and evaluate standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.

- Determine, along with the other Child Study Team members, parents, and appropriate school personnel, the school program and individualized educational plan appropriate to the needs of those students classified based upon classroom observation, teacher conferences and a comprehensive review of the pupil's cumulative folder.

- Acquaint himself/herself with the history of each child referred to him/her for study and share his/her findings with the team.

- Conduct in-service training for the staff as required within particular area of expertise.

- Offer consultation to parents.

- Keep the community informed of the school's programs for special education and the function of the school psychologist.

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- Provide comprehensive, psychological evaluation services as a member at the Child Study Team in the assessment of educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State and Local codes and regulations.

- Notify immediately appropriate personnel and agencies of evidence of substance abuse, child abuse, child neglect or severe medical or social conditions.

- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

- Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.

- Keep current with the latest concepts in the area of school psychology and related fields.

- Attend required staff meetings and serve, as appropriate, on staff committees.

- Provide crisis counseling to students and/or staff on an as-needed basis.

- Perform other duties as may be assigned by the Chief Supervisor of Special Services.

Verification of Competency:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript**.**

Physical Demands, Visual Acuity and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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Environmental Demands:
The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Terms of Employment:
10 month exempt, salaried position with agreement between the Perth Amboy Association and the Perth Amboy Board of Education. Salaries, benefits, and leave time as negotiated. The School Psychologist will be evaluated by the Principal Chief Supervisor of Special Services.

Date Adopted: June 13, 2012

References: 18A:1-1,26-2; NJAC 6:3-1.21. 6:11-12.14

Date Adopted: 6/1/72

Date Revised: 6/28/79; 11/19/92, 1/7/2014