

Job Title: Licensed Specialist in School Psychology (LSSP)***Wage/Hour Status:** Exempt/Professional**Reports to:** Campus Principal / Director of Special Education**Date Revised:** January 15, 2026**Department/School:** Special Education

Primary Purpose

Perform professional psychological services including assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred for special education services.

Qualifications

Education/Certification

- Master's degree in psychology from an accredited college or university
- Valid Texas license as a Licensed Specialist in School Psychology (LSSP) **or** Trainee Status Letter issued by the Texas State Board of Examiners of Psychologists (TSBEP)**

Special Knowledge/Skills

- Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Excellent organizational, communication, and interpersonal skills

Experience

- One (1) year experience providing psychological services in an educational setting
-

Major Responsibilities and Duties**Assessment**

1. Select and administer assessments and conduct observations to evaluate the intellectual, emotional, and behavioral functioning of referred students.
2. Determine student eligibility for special education services in accordance with federal and state regulations.
3. Develop psychological evaluation reports and behavior management plans.
4. Conduct or participate in Admission, Review, and Dismissal (ARD) committee meetings to assist with appropriate placement and development of Individualized Education Programs (IEPs).
5. May serve as case manager and implement the special education assessment process for students on assigned campuses.

Consultation

6. Meet with parents to obtain background information and discuss assessment results.
7. Conduct group, individual, and family counseling sessions and provide facilitative therapy for students with diagnosed needs.
8. Consult with teachers and staff regarding student needs, interpretation of assessment data, and implementation of behavior intervention plans.
9. Consult with psychologists, psychiatrists, medical professionals, and community agencies as needed.
10. Provide staff development and training to school personnel regarding identification and support of students with emotional, social, and behavioral challenges.

Program Management

11. Develop and coordinate ongoing evaluation of psychological services and assessment procedures and recommend changes based on findings.
12. Participate in the selection of assessment materials and equipment.
13. Compile, maintain, and file all required reports, records, and documentation including case records, test results, statistical data, and test inventories.
14. Comply with federal and state laws, State Board of Education rules, local board policies, and district procedures.
15. Comply with all district and campus routines and regulations.
16. May provide clinical supervision to interns or trainees.***

Other Duties

17. Follow district safety protocols and emergency procedures.
 18. Perform other duties as assigned.
-

Supervisory Responsibilities

- None
-

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used

- Standard office equipment including computer and peripherals

Posture

- Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion

- Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting

- Regular light lifting and carrying (less than 15 pounds)
- Occasional heavy lifting (45 pounds or more) and positioning of students with physical disabilities
- May be required to assist non-ambulatory students and manage student behavior, including physical restraint when necessary

Environment

- Exposure to biological hazards, bacteria, and communicable diseases
- May require districtwide travel

Mental Demands

- Work with frequent interruptions
- Maintain emotional control under stress

Notes

* The correct title for the individual holding a Specialist in School Psychology license is **Licensed Specialist in School Psychology (LSSP)**. The title **School Psychologist** may also be used as authorized by Texas Education Code §21.003. An LSSP who has achieved certification as a Nationally Certified School Psychologist (NCSP) may use this credential in accordance with Title 22 Texas Administrative Code §465.38(c).

** An individual who has completed an internship, applied for licensure, and been approved by TSBEP will be issued a **Trainee Status Letter**. Trainee status is valid for a maximum of one calendar year and requires supervision by a licensed LSSP until licensure is confirmed in writing.

*** An LSSP must have a minimum of three (3) years of experience providing psychological services in public schools to supervise an intern or trainee.