

**PRINCETON PUBLIC SCHOOLS  
SCHOOL PSYCHOLOGIST**

**BOARD REAPPROVED  
April 23, 2019**

**UNIT AFFILIATION:** PREA

**JOB TITLE:** SCHOOL PSYCHOLOGIST

**SUPERVISOR:** DIRECTOR OF STUDENT SERVICES/BUILDING PRINCIPAL

**QUALIFICATIONS:**

- Valid New Jersey School Psychologist Certificate

**PERFORMANCE RESPONSIBILITIES:**

- A. Participates in the process of determining which students should be referred to the Child Study Team for evaluation
- B. Participate in the process of determining if a referred student is educationally handicapped, as stipulated in Federal and State regulations and Board Policy and Procedures
- C. Conduct psychological assessments of each student accepted by the Child Study Team for full evaluation and as prescribed by regulation
- D. Develop prescriptive educational plans in cooperation with other members of the Child Study Team and teaching staff regarding individual needs
- E. Prepare required documentation of individual assesses and Individuals Educational Plans
- F. Participate in meetings and conferences pertaining to individual student needs as required by regulations and as otherwise appropriate
- G. Provide ongoing consultation with instructional and administrative staff regarding student needs, student behavior, progress in programs, and planning
- H. Provide short-term counseling to student to help them resolve social issues which interfere with school performance
- I. Conduct group counseling work with students who have similar problems or needs which affect school performance
- J. Provide consultation services to parents in helping them understand the student's individual needs and the part the family may play in helping the student function more effectively
- K. Refer students and parents to community resources which are prepared to deal with the nature, intensity, or scope of needs which exist beyond the purview or expertise of the school. This requires a knowledge of resources, the preparation of parents/students for referral, the preparation of the resource, and continued liaison with the agency once the service has started
- L. Participate in school planning (including making recommendations for changes in policies and procedures) to assist the institution in improving its effectiveness in providing an appropriate education for its students
- M. Maintain appropriate records as required by regulation and locally established procedures

- N. Participate in the identification of staff in-service needs, in the planning for appropriate in-service needs in the planning for appropriate in-service programs, and the implementation of those programs
- O. Participate in the analysis of group test results and provide consultation on the basis of the results
- P. Prepare special reports as required by his/her supervisor
- Q. Attend professional meetings and participate in other activities for the purpose of maintain and developing competence and effectiveness
- R. Participate in the planning, implementation, and evaluation of field research relevant to Student Services operations
- S. Develop activities and strategies, as appropriate, in collaboration with regular classroom teachers and Special Education teacher to maximize the opportunity for students to participate in the general educational program with success, thereby translating opportunity into classroom practice
- T. Perform other duties as assigned by the supervisor

**HUMAN RESOURCES MISSION STATEMENT:**

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**AMERICANS WITH DISABILITIES ACT STATEMENT:**

**External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.**

I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

---

Signature of Applicant/ Employee

Date

**EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER**  
**Originally Board Approved 2/25/86**