

JOB DESCRIPTION
Puyallup School District
PEA

School Psychologist

Purpose Statement

School Psychologists support students' learning, social development, and mental and behavioral health using problem solving, assessment, data-based decision-making, and the delivery of evidenced-based interventions. School psychologists collaborate and consult with educators, families, and other professionals to help create safe, healthy, and supportive learning environments for all students.

School psychologists provide a comprehensive range of services as described in the current standards from the National Association of School Psychologists. The school psychologist functions as part of the district's Student Support Services Team. This team collaboratively provides a multi-tiered system of supports through implementation and monitoring of evidence-based behavioral and academic interventions for all students in need. The services provided should reflect the specific needs of the students, families, and schools served.

Essential Functions:

- Conducts psychological evaluations
- Supports each student's IEP by working with multidisciplinary team
- Teaches and supports pro-social behaviors to students within the school environment
- Counsels students individually or in groups
- Develops new interventions for educational staff
- Collaborates with families through a variety of communication modes
- Facilitates workshops and training for parents and educational staff
- Acts as a liaison to the community
- Facilitates peer mediation sessions
- Offers grief and emergency counseling services
- Communicates effectively (both orally and in writing) and collaboratively with students, families and educational staff for the purpose of evaluating situations and solving problems and/or resolving conflicts
- Consults with educational staff, families and/or outside professionals for the purpose of providing requested information; developing plans for services and/or making recommendation(s)
- Interprets evaluations and progress monitoring data, psychological and psychiatric reports and special education documents
- Assists in the completion of special education referrals and evaluations
- Integrates evaluation data into a clear, organized and educationally relevant evaluation reports
- Facilitates special education meetings, process, etc. for the purpose of problem-solving student academic and social emotional interventions
- Participates in data team meetings, department meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions
- Maintains records in an accurate and confidential manner consistent with applicable rules, policies and laws

- Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference and/or conveying information
- Researches resources and methods (interventions, treatment techniques, assessment tools and methods, community resources for the purpose of supporting teams in determining the appropriate approach for addressing student functional goals
- Follows-up appropriately on all referrals for assessment services
- Responds to questions from families and educational staff concerning the evaluation process and district procedures.
- Coordinates all special education evaluations and three-year re-evaluations for students in which they are assigned
- Works harmoniously with others and communicates effectively (both orally and in writing) with students, families and educational staff.
- Operates computer and software programs as related to job responsibilities
- Facilitates special education and multi-tiered systems of support meetings
- Maintains compliance with state and federal rules for establishing special education eligibility and completing evaluations
- Completes all required federal and state required within the mandated time lines
- Attends data team meetings in the assigned school(s), IEP meetings and meetings of the school psychologists
- Works as an active, contributing team member of school teams, regional teams, district teams and Student Services Department groups to solve problems and create new opportunities
- Works effectively and collaboratively with diverse student, staff and community populations, maintains accurate, complete and confidential records as required by law, district policy and administrative regulations

Other Functions:

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment
- Attends meetings for the purpose of conveying and/or gathering information
- Performs other duties as requested by the Special Education administrator and/or building administrator.

Job Qualifications

- Ability to cultivate and model a respectful working and learning environment
- Knowledge of Microsoft Office applications
- Ability to work with third party software, internet and email programs
- Ability to use a variety of assessment tools to assess academic skills, cognitive ability, psychological processing, adaptive and social skills, emotional/behavioral status
- Ability to drive between schools during the work day
- Ability to learn and apply new tasks
- Knowledge of a wide variety of assessment techniques to evaluate students' academic skills, learning aptitudes, personality and emotional development, adaptive behavior, and social skills
- Ability to work with a wide diversity of individuals, work with variety of data, and variety of other staff members in other departments/schools and community
- Ability to integrate assessment data into a concise, organized and educationally relevant evaluation report
- Ability to take initiative, work independently, and effectively manage multiple projects
- Ability to maintain confidential and sensitive material and information
- Effective oral and written communication skills

- Ability to analyze data with attention to detail
- Ability to organize and keep accurate records
- Demonstrate competency in word processing and spreadsheet software
- Ability to use pertinent software applications
- Ability to maintain confidentiality
- Ability to problem solve data requiring independent interpretation of guidelines and systems
- Ability to attend to detail and follow projects through to completion with a high degree of accuracy
- Ability to work well under pressure
- Ability to work effectively and maintain a positive leadership culture in support of the district's strategic goals, while under pressure
- Demonstrated proficiency in oral and written communication
- Ensure compliance with federal, state, local laws, regulations, and policies that govern public school districts
- Ability to perform multiple, technical tasks and to continually upgrade skills in order to meet changing job conditions
- Visual acuity and hearing are required for the delivery of assessment, intervention, and consultation services
- Ability to maintain emotional control under stress and work with multiple deadlines, a variety of people and personnel, and frequent interruptions
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks

Minimum Qualifications

Master's degree in psychology required. Qualified applicants will hold or be eligible to obtain a valid School Psychologist license/certificate issued by Washington State. Experience in behavioral instructional strategies and training. Eligible for Washington State ESA Certification. School psychologists who hold the National Certification in School Psychology (NCSP) in addition to the required state certification/licensure, are encouraged to apply.

Working Environment

Generally, the job requires 80% sitting 10% walking and 10% standing. This job is performed in a generally clean and healthy environment, occasionally required to work outside in a variety of weather conditions. The usual and customary methods of performing the job's functions require the following physical demands: required restraint of students weighing 100 pounds or more, some lifting (up to 50 pounds), carrying, pushing, and/or pulling: some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Required Testing

None Specified

Certificates & Licensing

Valid Driver's License and Evidence of Insurability
Washington State ESA Certificate

Continuing Education/Training

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance