

# Richfield Public Schools

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Position Title: School Psychologist  
Department / Unit: District Office and School Sites  
Accountable To: Director of Special Programs / Site Principals  
Date of Latest Revision: March 2004

## I. PURPOSE OF THE POSITION

To serve as the primary consultant in planning, delivering, enhancing and evaluating a comprehensive program of psycho educational assessments and interventions in areas including, but not necessarily limited to academic, social / emotional / behavioral, and cognitive functioning.

To collaborate with and provide consultations for other District staff specialists in related services areas e.g. social work, chemical dependency, out-of-District placement, curriculum, etc.

## II. MAJOR JOB RESPONSIBILITIES

- A. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- B. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- C. Conducts and/or directs various psycho educational assessments, ensuring that the most appropriate intelligence, academic, and social / emotional / behavioral measures and instruments are being applied consistently and correctly
- D. Interprets assessment results to students, parents and District staff and recommends services and/or interventions accordingly.
- E. Serves as a child study team member in all special education placements as required by placement criteria.
- F. Provides direct services when specified in a student's Individual Education Plan (IEP).
- G. Provides consultations as requested or required to mainstream staff and families concerning students who do not qualify for special education services but who display at least moderate levels of academic and social / emotional / behavioral challenges.
- H. Contributes professional expertise to the ongoing evaluation of programs, educational materials and test instruments, including recommendations for change based on current behavioral science research and best practices.

- I. Develops and sustains effective working relationships with community professional resources, refers students and their families to the most appropriate of these resources, and serves as an active liaison from the District to those providing such services.
- J. Leads in-service trainings for District staff at all levels to help ensure their understanding of professional services available inside or outside the District and that they also appreciate the ethical and legal obligations attached to such services.
- K. Prepares and presents various assessment or evaluation reports as scheduled or requested, ensuring the security of all confidential information.
- L. Keeps current in the profession through continued reading, seminars, conventions, appropriate professional memberships and ongoing collaboration with professional colleagues inside and outside the District.

Performs other job related responsibilities as assigned.

### III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
  - Licensure as a School Psychologist by the State of Minnesota
  - Demonstrated sensitivity to cultural and ethnic diversities and the ability to communicate effectively orally and in writing to students and their parents / guardians regarding District psycho educational services.
  - Demonstrated concern for the well-being of students and a commitment to advancing the District's vision, mission and value statements.
  - Ability to travel among the District school sites and District office.

### IV. WORK ENVIRONMENT

- Work is typically performed in an inside, temperature controlled environment. Travel among school sites is a regular and ongoing part of this position.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.*