



School Psychologist/Social Worker

Department: Special Education
Pay Program: Certified

Work Calendar: **191 days 7.5 hr**
Revised Date: April 2026

SUMMARY: A school psychologist/social worker will assess and provide intervention to ensure student success and promote an exemplary education program fostering achievement for all students. Develops and promotes good relations among the school community: parents, staff, administration and other community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	
1.	An ability to perform social, emotional, behavioral and academic assessments to maximize student achievement and success.
2.	Ability to assess and provide intervention services to students who exhibit special needs and monitor progress.
3.	Demonstrate familiarity of diagnostic tools and assessments for students of all levels.
4.	Positively impact achievement and differentiate instruction based on the needs of the students by supporting programs designed to increase student achievement.
5.	Education and training on topics such as substance abuse, mental health issues, crisis management, and specific teaching/learning strategies.
6.	Conduct research, collect data, and evaluate and recommend programs/curriculums which lend to school-wide reform and restructuring.

EDUCATION AND RELATED WORK EXPERIENCE:

- Masters degree in School Psychology or Social Work
- Experience working in a school setting is preferred.
- Understanding of special education/behavior

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Hold a valid Colorado Special Services License
- NCSP preferred for psychologists, not required
- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES

- Ability to communicate with students/staff/parents
- Knowledgeable about current literature and best practices that relate to improving student achievement, behavior, social and emotional functioning
- Human relation skills

- Ability to be a part of/work with a team
- Advanced oral and written communication skills.
- Interpersonal relations skills.
- Advanced leadership skills
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies and building/departmental procedures.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE

	POSITION TITLE	
Reports to:	Special Education Coordinator; Special Education Director	
	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- none

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment*

factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	

Negotiate		X		
WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (nonweather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
VISION DEMANDS:	Required			
No special vision requirements.				
Close vision (clear vision at 20 inches or less)	X			
Distance vision (clear vision at 20 feet or more)	X			
Color vision (ability to identify and distinguish colors)	X			
Peripheral vision	X			
Depth perception	X			
Ability to adjust focus	X			
NOISE LEVEL:	Exposure Level			
Very quiet				
Quiet				
Moderate	X			
Loud				
Very Loud				

NOTE: This Job Description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary depending upon location, or additional duties may be assigned by the location.