



JOB DESCRIPTION

Band	Grade	Subgrade	Approved by HR
C	5	1	2/1/2016

Job Title:
Department/Section:
Title of Immediate Supervisor:

Psychologist
Special Education
Homebased Principal

Estimated length of time required for new entrant to achieve acceptable level of proficiency:

6 Months

Probationary Period:

1-3 years

Job Summary:

The school psychologist provides services that assist parents and professionals in meeting the educational, social/emotional/behavioral, and mental health needs of children and youth. As a member of the educational team, the school psychologist is an advocate for children and supports students in achieving educational goals and encouraging independence in the least restrictive environment. The psychologist is expected to work collaboratively and problem-solve with team members in recommending and designing educational programs.

Task	Description
1	Consult and collaborate with educators, parents, children, and other professionals or agencies to improve student outcomes.
2	Provide functional, academic & behavioral assessments that are relevant to the presenting concern and student characteristics and are intervention and results oriented.
3	Participate in interdisciplinary staffings to determine the eligibility, appropriate planning and re-evaluation for students who require special education programs and services.
4	Complete evaluation reports and other required documentation within the timelines set forth in state and federal rule.
5	Provide support, instructions, technical assistance and ongoing monitoring of progress toward measurable, identified goals for students at individual, group or system level.
6	Monitor and assess the effects of educational intervention and the determines need to continue, modify, or discontinue intervention as a response to intervention.
7	Involvement in data analysis and evaluation, using data outcomes for implementing plans at an individual, group or systems level.
8	Engage in staff development and due process training and is otherwise cognizant of the required documentation for state and federal reports.
9	Respond to social, emotional, or behavioral needs of students on a day to day basis or within the context of a crisis situation.
10	Is responsible for the safety and well-being of themselves and others by maintaining a safe work environment and encouraging others to follow district safety policies and procedures.

11	Supports district goals and promotes an environment that is respectful for all. Works collaboratively with other staff to focus on the needs of the learner. Maintains a customer focus that conveys a welcome attitude, an adaptability to change, and a desire for continuous improvement.
12	Performs other duties that may be assigned by supervisor in accordance with this classification.

Qualifications:

Specific training or job experience required before appointment:

Degree in School Psychology and Minnesota State Licensure as a school psychologist, with three years of experience in the direct school psychology services preferred. Must be proficient in educational assessment of learning and behavior and have an awareness of the impact of mental health conditions on the student's functioning in the educational environment. Must be willing to engage students at all ages and with all ability levels. Must be willing to use the Response to Intervention / Multi-Tiered System of Support Model in designing interventions that are valid and that can be delivered with fidelity. Must have understanding of special education principles; demonstrate ethical standards relating to confidentiality rights of students; show evidence of being able to work in school and home-based cultures and environments; exhibit an understanding of MN due process requirements; and have knowledge of applicable local, state and federal laws, rules and regulations.

During the probationary period, the school psychologist must exhibit skills in collaboration and problem-solving; completing reports in a timely manner; working well with others and collaborating; and have good oral and written communication skills. The probationary employee must have a valid driver's license and be able to travel between work sites and make home visits.

Organizational Relationship:

The school psychologist reports directly to the building principal but takes work program direction from the Director of Special Education.

Working Conditions:

Duties are generally performed in a typical classroom/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Physical Job Requirements: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1 - 33%	34 - 66%	66 - 100%
Stand		X		
Walk / Fast Walk		X		
Sit: at various heights from floor to adult sized chair			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with arms and hands		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X			
Taste or smell	X			
Lift up to 10 pounds		X		
Lift up to 25 pounds		X		
Lift up to 50 pounds	X			