

Job Description – School Psychologist

Primary Function: Under the direction of the Director of Special Services, implements the special education appraisal process. Assesses the educational, learning styles and program needs of students referred for special education services. Provides diagnostic information and works cooperatively with instructional personnel to provide the most appropriate programs for students with disabilities.

Responsibilities/Duties:

Program Management

- Receives student referrals and implements the appraisal process
- Selects and administers formal and informal assessments to determine student eligibility for special education services according to federal and Texas Education Agency regulations
- Collects and organizes relevant assessment data from student's cumulative folder, classroom teacher(s), principal, support staff, parents and outside resource personnel
- Conducts classroom observation and personal interviews
- Schedules, facilitates and participates in the Admission, Review and Dismissal (ARD) Committees on assigned campuses regarding interpretation of assessment data, appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures
- Provides staff development training in assigned schools to assist school personnel in the identification and understanding of students with disabilities as well as implementation of current compliance standards related to special education
- Assists classroom teachers with the implementation of IEP
- Consults with parents concerning the educational needs of students and interpretation of assessment data
- Compiles, maintains and files all reports, records and other documents required
- Complies with and educates campus staff in areas related to policies established by federal and state law, State Board of Education rules, the local board policy in the area of assessment, placement and planning for special education services and the local special education operating guidelines

School Climate

- Presents a positive role model for students that supports the mission of the school district
- Maintains a positive and effective relationship with supervisors
- Complies with all district and local campus routines and regulations
- Effectively communicates with colleagues, students and parents

School Improvement

- Assesses and responds to needs related to job responsibilities
- Develops and coordinates a continuing evaluation of the assessment program and implements changes based on the findings
- Assists in the selection of assessment materials and equipment

Student Management

- Develops and maintains effective individual and group relationships with students and parents
- Consults with parents, teachers, administrators and other relevant individuals to enhance their work with students

Professional Growth and Development

- Develops needed professional skills appropriate to job assignment
- Stays abreast of changes in special education law policies, procedures, and local operating guidelines

School/Community Relations

- Articulates the district's mission and goals in the area of assessment services to the community and solicits its support in realizing the mission
- Demonstrates awareness of school-community needs and initiates activities to meet those identified needs
- Demonstrates the use of appropriate and effective techniques for community and parent involvement

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains Confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Diagnostic procedures, education of special education students, human development and learning theories
- Oral and written communication skills
- Methods of collecting and organizing data and information
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Travel to multiple work locations as assigned
- Instruct
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: Master's degree in educational assessment. Valid Texas teaching certificate preferred. Valid Texas educational diagnostician, school psychologist or associate school psychologist certificate. Teaching and/or related work experience preferred.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; occasionally work irregular hours and prolonged hours; regular district-wide travel.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: 197 work days. See current salary for Professional Compensation Plan.

Revised: 9/25/2023

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date