

## JOB DESCRIPTION

Title: School Psychologist  
Minimum Qualifications: As established by state certification requirements.  
Immediate Supervisor: Director of Pupil Services  
Salary: Based on 2014-2015 Professional Salary Scale

### RESPONSIBILITIES:

School Psychologists are responsible for the following:

1. Providing leadership and support in School Psychology.
2. Establishing and implementing an improvement process for School Psychology.
3. Establishing good public relations in School Psychology.
4. Maintaining professional work habits.
5. Maintaining and upgrading his/her professional skills.

### PERFORMANCE STANDARDS:

The following performance standards relate to the responsibilities listed below:

1. Providing leadership and support in School Psychology:
  - a. To administer various diagnostic instruments.
  - b. To interpret information from diagnostic evaluations.
  - c. To be knowledgeable of all handicapping conditions and appropriate special education services in the county.
  - d. To explain information from evaluation to the classroom teacher, principals and parents.
  - e. To work with teachers, principals, and parents on behavior management programs.
  - f. To be available for consultation with parents and community resources.
  - g. To consult with superintendent, educational supervisors, and school building staff with regard to educational and mental health programming and planning.
  - h. To use community resources and specialists effectively.
  - i. To supervise psychoeducational evaluations conducted at assigned schools.
  - j. To provide short term counseling and crisis intervention when necessary and appropriate.
  - k. To participate in Placement Advisory Committee meetings and annual PAC Review meetings when necessary.
2. Establishing and implementing an improvement process for School Psychology:
  - a. To develop and use appropriately innovative evaluation techniques.
  - b. To meet annually to revise and upgrade goals of the School Psychology program.
  - c. To meet with appropriate personnel to facilitate Pupil Services.
3. Establishing a good public relations in School Psychology:
  - a. To promote positive pupil-teacher-parent relationships.
  - b. To attend and conduct informational parent-teacher conferences.
  - c. To work cooperatively with parents in the best interests of the students.
  - d. To demonstrate frankness and diplomacy in written and oral communications with parents, pupils and school personnel.
  - e. To work cooperatively with administration in the best interest of the students.
  - f. To attend all staff and school-community meetings when appropriate.
4. Maintaining professional work habits: a. To complete psychological evaluations and to submit written reports with accuracy.

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- b. To be punctual to work and meetings.
- c. To comply with school, county and State policies and regulations.
- d. To respect confidentiality of school records and related information.
- e. To perform other professional duties which may be necessary and as assigned by direct supervisor.
- f. To demonstrate professional attitude by responding to suggestions and constructive criticism in a positive manner.

5. Maintaining and upgrading his/her professional skills:

- a. To maintain and upgrade professional skills which may include but are not limited to involvement in the following: staff development, reading professional articles, advancing coursework, research, professional meetings, professional associations, supervision and peer review and efforts towards state licensure.