

SCHOOL PSYCHOLOGIST



Department:	Special Education
Reports To:	Director of Special Education
Group/FLSA Status:	Certified Staff (CSA) / Exempt (Professional)
Revised:	1/03/2019

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The School Psychologist provides educational evaluations and consultation to children, parents, teachers, and staff regarding the prevention and/or intervention of problems or situations which affect the learning of children, both at home and school.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Conducts psycho educational evaluations and screenings, which can include observation of students, assists with functional behavior assessments, reviewing student records, administration of intellectual, personality, behavioral, socio-emotional and academic achievement measures and writes reports pertaining to those evaluation findings;
- Consults and advises parents, regular education personnel, special education personnel, and administration regarding specific learning/behavior/social problems, consults with outside agencies regarding services available, and provides inservice on various development and behavioral issues;
- Coordinates and/or participates in child study staffings, provides feedback on psycho educational evaluations, and develops intervention and strategies;
- Designs interventions appropriate to identified learning, behavior and social needs, conducts individual and group counseling sessions, and serves as a liaison between school and other agencies;
- Identifies school systems' needs and develops operational plans for meeting those needs;
- Submits data for third-party billing as required;
- Adheres to all due process procedures and compliance requirements;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a School Psychologist;
- Comprehensive knowledge of crisis intervention;
- Knowledge of statutes and rules relating to special education;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as School Psychologist from Department of Education;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district.
- Business travel is required.
- Work may require long hours including early morning, evening, and weekend activities.
- Work is performed during the traditional school year and may include some additional days during the summer.
- This is light to medium work requiring the exertion of up to 40 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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 describe 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.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.