

**PUTNAM COUNTY SCHOOLS
JOB DESCRIPTION**

- Position:** School Psychologist
- Evaluated by:** Director of Exceptional Education
- Job Description:** The School Psychologist provides professional support services and leadership necessary for the effective implementation of programs for students identified as “at risk” or with special needs.
- Qualifications:** Holds or qualifies for a West Virginia Professional or Temporary Service Certificate endorsed for school psychologist.
- Length of Employment:** 200 Days
- Responsibilities:** The School Psychologist shall have the following responsibilities and duties:
1. To assess, identify and document strengths, weaknesses, learning abilities and behavior of referred students through appropriate testing and diagnostic practices.
 2. To administer psychological, academic and other required evaluations and make appropriate recommendations for students.
 3. To assist in implementing federal/state regulations relevant to the education of students identified as “at risk” or with special needs.
 4. To assist in the development of strategies to meet the needs of special needs or “at risk” students through participation in Student Assistance Team meetings.
 5. To conduct individual and group counseling for students.
 6. To provide crisis intervention as needed.
 7. To cooperate with community health and social service agency personnel in providing appropriate services to students.
 8. To act as a liaison between the school and juvenile justice system.
 9. To develop Functional Behavior Assessments and Behavior Intervention Plans.
 10. To serve as a member of the Eligibility Committee.
 11. To provide anger management and social skills training.
 12. To provide a drug/alcohol education program.
 13. To provide appropriate professional development to school personnel.
 14. To assist in the identification of special needs or “at risk” students.
 15. To maintain case records on all referred students.
 16. To make appropriate educational recommendations for special needs or “at risk” students.
 17. To confer with teachers, parents and/or other appropriate individuals regarding the needs of all “at risk” and special needs students whenever necessary.
 18. To prepare and submit in a timely fashion all required federal, state, and local reports on students with disabilities.
 19. To participate in Manifest Determination meetings.
 20. To coordinate services and activities with the pupil services team.
 21. To maintain timelines in the exceptional education referral process.
 22. To accept reasonable extra duty assignments necessary for a successful school program.
 23. To perform other duties as assigned by the Director of Exceptional Education.
 24. To maintain professional work habits.
 25. To maintain and upgrade professional skills.