

MARION COUNTY JOB DESCRIPTION

Position Title: SCHOOL PSYCHOLOGIST

Department: District Wide

Reports To: Director of Exceptional Child Education or Lead School Psychologist

Approved By: Marion County Board of Education

Date: May 2020

SUMMARY: To provide organized, quality school psychological services which are comprehensive in nature to facilitate the education of students in both the special education and regular education programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Seek to prevent educational and behavioral problems through early identification and school-based consultation.
- Identify special needs of children through consultation, observation and other psychological and educational assessments.
- Analyze, integrate and report psychological and educational information about child behavior and conditions related to learning.
- Consult with teachers and other staff members in planning, implementing, evaluating school programs and interventions to meet the identified needs of individuals and groups of children.
- Plan and manage a program of psychological services including:
 - Pre-referral, referral and assessment services
 - Early identification services
 - Intervention and counseling for children
 - Parent counseling and training
 - Program evaluation and applied research
 - Staff development and in service
- Provide a psychological evaluation on each pupil assigned which includes a written report based on observations of the pupil and an assessment of the pupil's abilities, achievement, and educational development.
- Serve as a member of ARC/RTI/504 committees when appropriate.
- Consult with supervisors and principals, and assist with screening for preschool and/or gifted/talented programs.
- Keep inventory of all testing materials and order new materials for testing administration.
- Perform other related duties as assigned by the Director of Special Education or the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Kentucky Administrative Regulations governing the assessment of students, and federal/state regulations governing the due process protections of special needs populations.
- Assessment tools in all areas of intellectual, academic, behavioral, and personality.
- Best practices/research, related to the psychological and behavioral needs of students.

ABILITY TO:

- Within assessment guidelines and requirements, administer the necessary assessments to children within the governing timelines.
- Effectively and professionally manipulate technology for the purposes of research and report writing, as required.
- Communicate research/assessment results to the appropriate staff/agency members for the purposes of designing a student's specific academic course of study.
- To make recommendations as to the eligibility determination of students assessed for disability consideration.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Specialist Degree in Education or Psychology with Kentucky Department of Education certification as a school psychologist.
- Expertise in psychoeducational consultation and assessment.
- Experience in public school systems.
- Willingness to review psychological literature and translate into practice.
- Training and experience in creating and leading professional development opportunities.
- Experience in group/individual psychological counseling.
- Knowledge of federal and state laws and regulations regarding students with disabilities.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Kentucky Certification for School Psychologist.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions staff or students.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will frequently stand and talk or hear and sometimes walk and sit. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee must have the ability to visit various buildings in the district. The employee must occasionally lift and/or move and push up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName: School Psychologist