

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Clinical Psychologist: CDP, District
Department:	Pupil Personnel
Reports to:	Director/Assistant Director of Pupil Personnel
Supervises:	n/a

Description of job:

POSITION SUMMARY: The Clinical Psychologist works as the Head Clinician for the District's Clinical Day Programs. In this role, he/she works in concert with the Director/Assistant Director of Pupil Personnel Services to provide clinical supports to the students and their families enrolled in the District's Clinical Day Program. The Clinical Psychologist oversees the clinical interventions for students and their families, the professional development of the District's School Psychologists and School Social Workers, and the end-of-year, clinical summary reports regarding student progress, growth and continued needs.

The Clinical Psychologist works closely and in collaboration with the District Behavior Specialist and the Student Adjustment Counselor for training and planning with teachers, TAs and other ancillary support personnel, for supervising the clinical interventions, and for overseeing the clinical services that have been designed to meet the behavioral, social-emotional needs of the CDP enrolled students. The Clinical Psychologist also works closely and in collaboration with the school-based team members to provide clinical awareness, guidance and direction. He/She will inform and assist in the design, implementation, recording and summarizing of the recorded behavioral/social-emotional data.

The Applicant **will be hired** through an interview process. This position will **not** be put **into** the annual job assignment process.

A) ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works under the supervision and direction of the Director/Assistant of Pupil Personnel Services
- Reviews files for salient and cogent clinical information - prepares a summary of this information to share at school-based team meetings
- Conducts clinical evaluations as determined by the school-based teams
- Assists the Student Adjustment Counselor and the District Behavior Specialist in identifying student interventions and data collection activities related to the behavioral/social-emotional needs of the students
- Works collaboratively with the District Behavior Specialist and the Behavior Specialist Assistant to ensure targeted and effective behavioral, social-emotional supports within the CDP, the district schools and/or classrooms
- In concert with the District Behavior Specialist, oversees the implementation of the behavioral/social-emotional intervention plans
- Attends the school-based RTI Team meetings **as needed** to address behavioral, social-emotional needs of referred students
- Attends the school-based Evaluation Team meetings **as needed** to address behavioral, social-emotional needs of referred students
- Works collaboratively with classroom teachers and CDP Behavior Management Specialists to implement the designated plans and to discuss and plan changes to the plan as needed
- In concert with the District Behavior Specialist, ensures that the behavior/social-emotional support plans are implemented following the established intent, with accuracy and with fidelity

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- In concert with the District Behavior Specialist and the Student Adjustment Counselor, works collaboratively with CDP teachers and TAs to confirm their knowledge and understanding of the intervention plan and goals, to clarify any misunderstanding, to model effective, positive responses and to explore strategies that will support the achievement of the goals of the behavior plan
- Establish collaborative relationships with community mental health and social service agencies and private practitioners
- In concert with the School Psychologists and School Social Workers, serve as liaison between the CDP and such public health and social services agencies/personnel that are involved with our youth and their families
- Provides oversight for the individual and/or group counseling sessions for the students enrolled in the CDP
- In concert with the School Social Worker and/or the District Behavior Specialist, and/or the Behavior Specialist Assistant, provides immediate crisis-intervention services to students in the CDP for effective school participation
- In concert with the School Social Worker, special education teachers and classroom support personnel meets with parent(s) of CDP students on a regular basis to ensure benefit of the CDP to the student and to ensure continued progress and growth of the student
- In concert with school-based teams, be involved in all the North Kingstown School District's specialized programs at the elementary, middle and high school levels
- Attends the Central Clinical Team meetings
- Works collaboratively with District School Administrators, Guidance Counselors, School Psychologists, School Social Workers and other service providers and support personnel
- Attends other school-based meetings relating to CDP referrals as directed by the Director/Assistant Director of Pupil Personnel Services

B) OTHER DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Establishes and maintains positive working relationships with building administrators, teachers, service providers and support staff of the sending district schools
- Demonstrates the ability to work collaboratively with team members
- Demonstrates awareness of, sensitivity to the cultural diversity of our student population.
- When a crisis arises, in concert with the District Behavior Specialist, oversees the respondents in applying approved CPI interventions as needed ... follow-up with de-briefing meetings for school faculty and staff; oversee the School Social Worker's/School Psychologist's specialized counseling for the student(s) as needed
- Participate in the subsequent parental meeting with parents and the outside agency personnel involved with the child
- Participate in the completion of Functional Behavioral Analysis Reports
- Oversees the records of the students in the CDP relating to crisis intervention files and/or incident reports, behavioral tracking forms, etc.
- Ensures compliance with state and federal regulations, codes, and reporting requirements
- Assist the Director/Assistant Director of Pupil Personnel Services in conducting professional development (District wide) activities relating to behavioral, social-emotional interventions, behavior modification techniques and strategies, etc.
- Adheres to established confidentiality standards
- Projects a positive and professional image at all times
- Performs other duties as assigned by the Director/Assistant Director of Pupil Personnel Services
- Assists in the development of an Extended School Year (ESY) programming to meet individual student needs of the students in the CDP
- Other duties and responsibilities as directed

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Protective Personal Equipment:		Kevlar sleeves if necessary			
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i>					
<i>Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;</i>					
<i>Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;</i>					
<i>Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;</i>					
<i>Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;</i>					
<i>Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.</i>					
Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	Up to 100%	Outside:	up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.		x				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			x			
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.	x					
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing			x		
Walking			x		
Bending		x			
Twisting					

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Crawling	x				
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping			x		
Pinching		x			
Manual Dexterity			x		
Fine Dexterity		x			

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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:

At a minimum, the successful candidate must

- have at least three (3) years of professional experience, preferably in a public school system reflecting K-12 experiences
- must have an earned doctoral degree (Ph.D., PysD) from an accredited institution of higher learning
- must have an established record of involvement in professional organizations
- solid knowledge of interventions for behavioral, social, emotional issues
- solid knowledge of DSM-5 criteria for the behavioral, social, emotional and mental health issues of children and adolescents

License/Certificate/Certification:

Licensure as a Clinical Psychologist – RI Department of Health

Technological and/or Technical Skills:

Proficiency in Microsoft Office, Aspen and google docs.

Communication Skills:

The successful candidate must have excellent oral and written communication skills

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Team Based Skills:

Demonstrable ability to handle complex wide issues using a collaborative, problem solving approach; demonstrated capability of responding effectively to a variety of requests from administrators, staff, public agencies, parents and the community.

Interpersonal and Problem solving skills:

Capable of working collegially with all levels of administration, faculty, staff and parents.

Terms of Employment:

Per GCB

Evaluation:

Yearly

Date: 7/2017