

Cooperstown Central School District
Job Description

Title: School Psychologist

The primary function of the School Psychologist is to provide preventive, diagnostic, and counseling services for individual pupils and groups of pupils and to provide parent and teacher support/consultation. These services will enhance understanding of self and increase effectiveness in dealing with the educational and social environment. In order to carry out the primary function of the position, the School Psychologist will perform the following responsibilities:

For All Children

1. Screens and accepts referrals through established channels.
2. Provides psycho-educational assessment and diagnosis for children where appropriate.
3. Consults with appropriate school and non-school personnel in order to affect a program which best meets the educational and social/emotional needs of the individual student.
4. Interprets results of psychological evaluations for parents, teachers, and students when appropriate.
5. Collaborates with classroom teachers and other school staff to develop and/or utilize materials and activities to better meet student's educational and/or social-emotional needs.
6. Attends case conferences regarding individual students.
7. Provides counseling to individual students and groups of students where appropriate.
8. Initiates referrals of individual students to agencies and specialists in the community as appropriate.
9. Assists and guides teachers in observing, describing, and referring children with special needs as appropriate to the general function of the School Psychologist.
10. Provides information and assists as a resource person to parents, teachers, and school staff members on topics relating to Psychology.
11. Maintains accurate records consisting of appropriate evaluation results and notes of services provided to students who have been referred through appropriate channels.
12. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies for delivery of psychological services.

13. Assists in research on educational and psycho-social issues and programs.
14. Is available to teachers as a personal resource for referrals when appropriate.
15. Performs other such tasks, duties, and responsibilities related to school psychology as requested by the Building Principal.

For Students with Suspected or Identified Handicaps:

1. Is knowledgeable about the referral, classification, and placement procedures utilized by the Committee on Special Education.
2. Conducts or makes arrangements for evaluations on all referred students and prepares a written report including diagnostic information and recommendations as appropriate to the Committee on Special Education, parents, teachers, and students.
3. Provides counseling to students as recommended by the Committee on Special Education and approved by the Board of Education.
4. Assists in the development of Phase II Individual Educational Plans (IEPs) for each student identified as Handicapped and receiving counseling as a related service from the School Psychologist.
5. Acts as a resource person regarding educational and remedial programming for classified children.
6. Is knowledgeable about legislation and regulations relating to handicapping conditions.
7. Acts as a resource for district staff and the Committee on Special Education with regard to school psychological services.
8. Aids in placing students in special education programs outside of the home district when appropriate.
9. Acts as Psychologist member of the Committee on Special Education.

The School Psychologist is responsible to the Building Principal for day-to-day supervision. The Building Principal will carry out evaluation. The School Psychologist is responsible to the Building Principal in the areas of assignment, matters relating to the Committee on Special Education, and with regard to the development and implementation of district-wide procedures and programmatic practices.

Qualifications of Position:

New York State Certification in School Psychology