

## *School Psychologist*

**QUALIFICATIONS:** Valid Kansas license at the appropriate level with applicable endorsement(s)

**REPORTS TO:** Director of Special Education

**JOB GOAL:** School psychological services shall be utilized in the total school program to develop a positive climate and to assist in the achievement and adjustment of all children.

The related service of school psychology shall be provided as required to assist any exceptional child to benefit from special education. As a member of the special education services team, the school psychologist will assist in screening, diagnosis, and eligibility determination of exceptional children, and will participate in the educational planning and implementation of the special services needed. Special education services shall be provided in a continuum from support services for a child in the regular classroom to the more intensive services of special placement, if needed. The school psychologist shall be available for assistance at any point on this continuum.

### **PERFORMANCE RESPONSIBILITIES:**

Responsibilities of the school psychologist involve several areas, including improvement of the school learning climate, assistance of staff in promoting student social and emotional growth, promotion of quality school/community relations, use of various intervention techniques, individual child study, development of educational plans for children with exceptional needs, and initiation and utilization of research. Although not limited to those listed, the responsibilities of the school psychologist include:

1. Regular attendance and punctuality are essential functions of the job.
2. Assist in the development of school system procedures for assessing learning and/or social and emotional needs and recommending appropriate procedures for educational growth.
3. Assist teachers in the development and implementation of classroom strategies for increasing classroom efficiency, e.g. the use of behavior management techniques, criterion referenced materials, or positive self-concept activities.
4. Assist in planning and conducting school staff inservice for awareness and understanding of exceptional children.
5. Assist parents through group meetings or individual psychological counseling to develop a better understanding of normal and atypical child development and behavior and to build positive parent-child relationships.
6. Confer with teachers, parents, and students regarding student behavioral or emotional needs. Provide individual and group therapeutic intervention when time permits.
7. Provide referral and follow-through on referral to community specialists.
8. Assist the school in the development of public awareness activities that lead to a better understanding of the needs of all children.
9. Maintain a close working relationship with all school staff at the building level to assist in the early recognition and/or prevention of educational problems as well as in the implementation and assessment of corrective programs.
10. Provide assistance to school staff in the utilization of educational research.
11. Initiate educational research as approved by the local education agency.

The responsibilities of the school psychologist relate to the education and psychological growth of all children, those in special education as well as in regular education. In addition, the school psychologist has specific responsibilities related to special education services. These include involvement in screening and evaluation of exceptional children and in the development, implementation, and review of the child's individualized education program.

Specific responsibilities of the school psychologist in the implementation of special education services include:

1. Assist in the development and implementation of the local education agency screening program to identify children in need of special education services.
2. Administer psychological and educational tests, conduct classroom student observations, conduct teacher and parent conferences, and assist in gathering information needed to identify and plan for the education of exceptional children. Data gathered may include information needed for preliminary planning or for comprehensive evaluation.
3. Serve as a member of the multidisciplinary team responsible for comprehensive evaluations.
4. Confer with parents and teachers regarding the results of special education evaluations. This shall be done in cooperation with other special education staff as a coordinated effort. Communications with parents should at all times be understandable to them and cognizant of parent concerns.
5. Participate in staffing conferences held after completion of a comprehensive evaluation. Assist in formulation of the written individual education program. Possess knowledge of community and State resources which may aid in appropriate planning.
6. Assist in the periodic short term and annual review of the progress of special education students, as needed.
7. Provide psychological assistance to special education students located in assigned buildings.
8. Assist school personnel, parents, and students in the successful transition and reintegration of students returning to the local school from outside agencies or other placements.
9. Collect and compile data from comprehensive evaluations, teacher referrals, and other sources which indicate a need for additional special education services. Make this information available to the administrator of special education or other school administrator and assist where needed in the planning and development of such programs.
10. Other duties as may be assigned by the Director of Special Education or building administrator.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board and Director of Special Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with K.S.A. Chapter 72 Article 90.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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