

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** School Psychologist  
**Location:** Superintendent's Office  
**Job Group:** Professional Staff  
**Reports To:** Director of Special Education

**Summary:** Oversees the Psychological Services including testing for all grades PreK-12 throughout the School District. Facilitates integration with the other special education services, and the State. Ensures compliance with Special Education Regulations (State and Federal).

**Essential Duties and Responsibilities:** *(Other duties may be assigned)*

1. Conducts extensive psychological examinations and classroom observations of referred students.
2. Participates in meetings, conferences regarding referred students or as requested.
3. Serves as a resource person concerning disabilities and/or learning issues for parents and other school personnel.
4. Interprets diagnoses to school personnel, other involved professionals, parents and students.
5. Prepares written summaries and reports.
6. Makes recommendations on ways to assist those students referred for examination.
7. May perform other duties as assigned.

**Supervisory Responsibilities:** Responsible for those students referred.

**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:** Master's degree in school psychology or equivalent. Advanced coursework preferred in learning disabilities, school psychology or related field in addition to internship in a school. At least one year of successful experience as a school psychologist. Knowledge of Vermont Special Education Requirements.

**Certificates, Licenses and Registrations:** Valid Vermont Teaching Certificate with School Psychologist Endorsement and/or special course work related to level of students assigned.

**Language Skills:** Ability to read, analyze, and interpret professional texts and journals, technical procedures or governmental regulations. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from groups of parents, students, staff and the general public.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive and variety of instructions in various forms and to deal with many abstract and concrete variables.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement interventions based on department and school objectives and the needs and abilities of assigned students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication. Technology proficient with Microsoft windows applications and data base software.

**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 as defined by the District may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly will sit, walk, and stand. Specific vision abilities required by this job include close vision. The employee will perform repetitive hand, wrist, and finger motions while writing, typing, or administering various tests. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as books or assisting the mobilization of students.

**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 occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students. Some travel from school to school is required.

**Terms of Employment:** School Year

**Evaluation:** Annually by Director of Special Education

**Date:** June 20, 2019

*The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The Board of School Directors reserve the right to waive the essential requirements contained in this job description.*