

236 - SCHOOL PSYCHOLOGIST JOB DESCRIPTION

The School Psychologist is a specialist in child growth and development as it relates to the child's overall adjustment. As a member of a professional team, the School Psychologist provides a variety of services to children, parents, and school personnel. Included among these services are consultation, diagnosis, remediation, and resources for further services.

QUALIFICATIONS:

Must possess DPI certification as a School Psychologist (# 61 or #62). The School Psychologist must possess knowledge of the physical, social, emotional, behavioral and intellectual needs of children and basic understanding of the fundamental methods, techniques, and procedures involved in the educational process.

REPORTS TO:

District Administrator and Special Education Director

DUTIES AND RESPONSIBILITIES:

- Conduct social-emotional, intellectual, and behavioral evaluations/reevaluations of students referred for possible special education
- Identify and match student needs with effective interventions, for special education, crisis-response, and/or behavioral planning
- Assign a case manager on all special education referrals
- Serve as case manager on non-special education referrals
- Insure compliance with State and Federal special education procedural guidelines
- Review and insure proper maintenance of records; including cumulative and confidential information
- Facilitate the intake of student information from parents/guardians as well as appropriate school/non-school personnel
- Facilitate staff and home/school communication
- Interpret and summarize evaluation/assessment data and presents findings at E-team or IEP meetings
- Screen for and identify student needs and provide follow-up recommendations
- Consult with students, parents/guardians, teachers, and serve as resource for outside agencies
- Assist teachers with implementation of IEP goals/objectives
- Work cooperatively with teachers/counselors to meet the individual social-emotional behavioral needs of identified students
- Assist in the organization and maintenance of all student special education files
- Assist with data collection, analyzation, and maintenance of District curriculum-based assessments

HUMAN RELATIONS SKILLS:

- Treats all students with respect and fairness, and is non-discriminatory
- Maintains a positive and friendly relationship (good rapport) with all

parents/guardians

- Maintains open lines of communication and is easily accessible to all staff
- Maintains a positive and supportive relationship (good rapport) with other administrators
- Demonstrates fairness and consistency in the handling of both internal and external problems
- Respects the confidentiality of student and staff information
- Keeps appropriate staff adequately informed of developments and actions
- Cooperates and shares ideas and materials with others
- Understands the role as School Psychologist
- Works as a team-player and supports the efforts of the Administrative Team
- Demonstrates enthusiasm about work

Adopted: August 20, 2008

Revised: June 28, 2012, July 20, 2016, July 20, 2022