



Position Title: **School Psychologist**

Department: District

Reports To: Director of Student Services

**SUMMARY:** Provides assessment and consultation services resulting in specific recommendations for instructional and behavioral strategies to enable students to derive the fullest possible educational experience. Conduct evaluations and determine eligibility for special education and related services. Work with a diverse team to develop and monitor specially designed instruction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

1. Conduct Functional Behavior Assessments (FBAs) and create Behavior Support Plans (BSPs)
2. Provides comprehensive psychological evaluations of students utilizing an appropriate battery of assessment instruments
3. Provides an in-depth written evaluation report for all students evaluated
4. Makes recommendations for educational planning and strategy development
5. Acts as resource for teachers of special needs students, for materials, equipment, and/or services from other agencies
6. Participates as a member of a team (IEP, IFSP, Placement, Eligibility, MDT, etc.) and assumes appropriate roles: leads, follows, and supports others in a productive manner
7. Consults and acts as a resource to educational staff and families of students
8. Assesses the effectiveness, appropriateness, and usefulness of strategies and practices used with students
9. Serves as a resource to district personnel regarding special education laws, rules, policies, procedures, and trends
10. Manages daily work schedule utilizing effective time management, prioritization, and organizational skills
11. Complete required reports and other paperwork in a timely and acceptable manner
12. Having a working knowledge, understanding and practice of RTI and PBIS strategies
13. Working knowledge and practice of special education laws and procedures
14. Assist with the development and implementation of Individual Family Service Plans (IFSP) and/or Individual Education Plans (IEP).
15. Provide individual, group or consultative services for referred children whose diagnosed needs would be addressed through behavioral interventions
16. Cooperate with and develop collaborative relationships with personnel of mental health, community health, and other state and local agencies serving and

supporting children with special needs. Prepare forms as requested by outside agencies

17. Keep abreast of new developments in the field
18. Adhere to workplace expectations
19. Ability to work a flexible schedule and travel to and from school locations in the district
20. Demonstrate knowledge of effective behavior management techniques, including knowledge of functional behavior assessments, effective motivational and corrective techniques for students with special needs
21. Demonstrate knowledge of effective communication techniques with students, parents, patrons, and other professionals
22. Demonstrate knowledge of laws, rules, policies, and trends regarding instruction
23. Demonstrate professional conduct and be an effective role model for students
24. Maintain regular attendance and promptness in reporting for duty, as well as timeliness in submitting required reports and other professional paperwork
25. Reflect on current performance, identify professional goals and participate in staff development activities which contribute to individual and system wide improvement
26. Comply with District and State standards of professional conduct
27. Corresponds with district staff and stakeholders via email
28. May be asked to translate, if applicable

**SUPERVISORY RESPONSIBILITIES:** Supervises therapy environment, including students, classified employees, and volunteers.

**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.

Knowledge of current concepts, methods, and procedures for curriculum development and implementation. Knowledge of laws, rules, policies, and trends regarding instruction and evaluation techniques. Knowledge of human development and learning, behavior management techniques, and communication techniques.

**EDUCATION / EXPERIENCE:** Master's Degree plus credentials in school psychology or related field required. Oregon school psychology licensure/certification required. Three years satisfactory school psychology experience preferred.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to perform data analysis for decision making purposes and an understanding of standardized test scores (standard, scaled, t-score, etc.) Ability to proofread and cross check work for accuracy.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed and basic written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on district and school objectives, as well as the ability to address the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers, and parents. Skill in oral and written communication. Ability to perform duties with awareness of all district requirements and school board policies, as well as Oregon law and administrative rule.

**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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 50 lbs and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental, or psychological disorders.

**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 moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*I have read and understand this job description.*

---

Signature

---

Date