EMPLOYEE NAME: ________________________
Revised: 7/85; 3/86; 7/86; 2/88; 12/91; 6/92; 3/93; 11/94; 1/95; 3/01; 5/08; 10/12; 6/13; 6/18

JOB DESCRIPTION

POSITION TITLE: School Psychologist  
JOB CODE: 405A

DIVISION: Academic, Support and Specialized Services  
SALARY SCHEDULE: School Social Worker and Psychologist

DEPARTMENT: Student Assistance Programs  
WORK DAYS: 238

REPORTS TO: Director, Student Assistance Programs and  
Supervisor, Psychological Services  
PAY GRADE: CPY (6 or 7)

FLSA: Exempt  
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Assists in the intervention and evaluation process for students experiencing academic and/or behavioral problems.

REQUIREMENTS:

1. Educational Level: Specialist Degree or equivalent degree hours
2. Certification/License Required: Service Certificate in School Psychology
3. Experience: None; 2 years of experience in school psychology preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; planning, organization, leadership

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Demonstrates competency in administering a variety of assessment instruments and techniques.
3. Demonstrates understanding of criteria for all areas of eligibility.
4. Engages with school teams in problem-solving and making recommendations for interventions for students.
5. Writes comprehensive psychoeducational reports that adhere to local guidelines.
6. Demonstrates appropriate consultative skills in parent, teacher and student conferences.
7. Provides presentations/professional learning for local schools and other groups as needs are identified.
8. Is knowledgeable about available resources in the school and community.
9. Participates in eligibility determination and program decisions for students with disabilities.
10. Participates in and contributes to professional learning activities provided by the department.
11. Practices in accordance to Federal, State and County regulations and professional ethics.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____________________________ Date ________________

Signature of Supervisor ___________________________ Date ________________