

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: School Psychologist **Job Code:** 61420
Job Classification: 10 Pupil Personnel Services **EEO Line:** 41
Job Class Category: B Instructional Specialists **Job Description Supplement Code:** 6
Reports to: Director, Exceptional Student Education **Salary Locator:** Instructional Schedule

SUMMARY:

To improve the academic achievement, behavior/social skills, and emotional well-being of all students where laws dictate appropriate educational programs, and increasing numbers of children are experiencing serious learning and/or behavioral/emotional problems.

QUALIFICATIONS:

- (1) Master's Degree from an accredited university
- (2) Certification as a School Psychologist by the Florida Department of Education
- (3) Highly qualified as per NCLB guidelines
- (4) Satisfactory criminal background check
- (5) ESOL Endorsement/Certification preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Knowledge of child growth and development; tests and measurement theory and foundations; and of community resources and services available for student assistance.
- (5) Ability to conduct comprehensive psycho-educational evaluations of students; to verbally communicate and consult effectively with parents, school personnel, and the public
- (6) Ability to communicate results of evaluation findings in written reports and correspondence
- (7) Ability to assist students, parents, and school personnel in the resolution of problems in student learning, behavior and mental health and ability to interact successfully with parents, school personnel and administrators
- (8) Skill and ability to interpret and apply state, federal and local laws and policies governing the provision of educational services to students with disabilities
- (9) Willingness to work with others and respond constructively to feedback; work collaboratively with colleagues
- (10) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations
- (11) Ability to adjust tasks and schedule to changed priorities

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Create a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.

- (6) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (7) Select, administer, score and interpret individual tests of intelligence, academic achievement, psychological processing, and personality and attitudes to referred students.
- (8) Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- (9) Develop appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
- (10) Conduct informal and formal observations of students as part of the evaluation process.
- (11) Participate as a member of school educational planning teams and staffing teams to develop assistance plans for at-risk students.
- (12) Review student records and analyze information pertinent to student learning and school adjustment needs.
- (13) Determine test score eligibility or non-eligibility of individuals for programs and services for disabled students.
- (14) Present evaluation findings in exceptional student education staffings to determine eligibility and placement.
- (15) Participate in the periodic re-evaluation of students with disabilities who are served in exceptional student education programs.
- (16) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and schools.
- (17) Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
- (18) Participate in student expulsion meetings.
- (19) Serve as expert witness in due process hearings related to students with disabilities.
- (20) Interpret state and federal rules, laws and policies as they relate to identification, placement and service provisions for students with disabilities or gifted ability and maintain current knowledge of same.
- (21) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (22) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (23) Establish a professional rapport with students that earns their respect.
- (24) Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- (25) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (26) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (27) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (28) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (29) Attend required staff meetings and serve, as appropriate, on staff committees.
- (30) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (31) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (32) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (33) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (34) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (35) Communicate with parents and school counselors on pupil progress
- (36) Perform any other duties as assigned by Department Director

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004

Amended: June 17, 2014