

JOB DESCRIPTION

TITLE

School Psychologist

POSITION TYPE

Exempt

PRIMARY FUNCTION

Implement a comprehensive model of service delivery to include conducting individual assessment of cognition, achievement and social/emotional functioning, consultation with parents, teachers and administrators, and individual and group counseling with students at all levels of the school division.

Essential Duties:

(This list is intended solely as an illustration of the various types of work performed. The omission of specific duties does not exclude their addition if they are like or a logical extension of the position.)

- Administers psychoeducational and sociological assessments and conducts classroom observations for students referred for initial evaluations and triennial evaluations for consideration for special education and related services.
- Analyzes and interprets assessment results and completes a written report for the purpose of providing recommendations and submitting the findings to the Eligibility Committee for eligibility determination.
- Provides and explains the educational implications related to assessment results for teachers, parents, and other staff members to assist in developing appropriate interventions and making program decisions.
- Participates on school-based problem solving/decision making teams, to include, Child Study, RTI, Special Education Eligibility, 504 Plans, Threat Assessment, Crisis Response/Intervention
- Participates in the FBA/BIP process to address behaviors, which impede student learning.
- Consults with individual school and Division leadership in the utilization of data driven action plans which align with the Division goal to impact the achievement gap, graduation rate and allow for effective monitoring of student progress.

- Provides strategic individual and group counseling interventions to students to support the teaching process and to maximize learning and adjustment.
- Responds to and manages crises by providing leadership, direct services, and coordination with needed community services.
- Provides consultation to parents, teachers, other school personnel, and community agencies to enhance the learning and adjustment of students.
- Assists in the planning, development, and implementation of intervention programs.
- Serves as a liaison between school, home, and community in the service of student learning and well-being.
- Coordinates and collaborates with appropriate health, welfare and other services through community organizations, social agencies, and other public and private resources for students in need.
- Provides training to teachers, parents, other school staff and community agencies in methods to enhance the learning and adjustment of students.
- Attends workshops, seminars, classes, and conferences to further continuing education in areas related to best practices in school psychology.
- Manages out of district student cases for students within the school psychologist assigned school.
- Performs other duties as required.

MINIMUM QUALIFICATIONS

- *Master's preferred*
- Must possess or be eligible for a valid Virginia Pupil Personnel License with a School Psychologist endorsement.
- • Academic training in psychological assessment required.
- Minimum of three years of successful professional experience in special education within an elementary and/or a secondary school preferred.
- Demonstrates professional and personal characteristics necessary for working effectively with students, parents, school personnel, and members of the community
- Ability to move about in room to monitor students and check work in classrooms with varied seating and desk organization patterns.
- Ability to travel to more than one work location over the day if assigned to an itinerant position.
- Ability to prepare required written reports.
- Ability to monitor and ensure appropriate student behavior, including outdoor activity areas, gymnasiums, etc.
- Possesses high moral standards and integrity

REPORTS TO

Supervised by and/or Reports to: Supervisor of Special Education

TERMS OF EMPLOYMENT

Pay Grade: Administrator Salary Scale Period of Employment:
Group V 12 month 240 workdays.
Salary according to School Board Pay Plan.

EVALUATION

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on the evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT

May 20, 2020

JOB DESCRIPTION PREPARED BY

Director of Human Resources

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities, and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person based on race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information, or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.