

## **CERTIFIED STAFF JOB DESCRIPTION**

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### **School Psychologist**

*Reports to: Executive Director of Special Services*

**General Summary:** The School Psychologist provides psycho-educational consultation to regular and special education teachers, administrators, support personnel and parents/families. Continuous attention is given to assisting multi-disciplinary teams at the building level to design, develop, and implement interventions for students with challenging behavior problems. The School Psychologist will possess good people skills, flexibility, the ability to work under pressure, stay on task, be responsible, reliable, self-starter, and have the ability to adjust to change.

#### **Essential Functions:**

- 1) Conduct and interpret social-emotional evaluations for the purpose of educational planning and placement decisions.
- 2) Conduct Functional Behavior Analysis (FBA), assess students' functional capabilities across various settings, develop individual Behavior Intervention Plans (BIP), and provide recommendations for appropriate services and/or placement for a wide range of student concerns.
- 3) Facilitate communication and service provisions between school personnel (behavior intervention teams), students/families, and community-based mental health agencies and/or other healthcare providers.
- 4) Participate as a member of a multi-disciplinary team at the building level to design, develop, and implement interventions for students with challenging behaviors.
- 5) Provide direct student support services including crisis response and individual/group counseling.
- 6) Provide direct staff support services including in-service training and/or consultative opportunities to assist with general and more specific behavior and social/emotional needs of students in the district.
- 7) Administer, score, and interpret cognitive, achievement, and psychological tests.
- 8) Assist in the development of Positive Behavioral Interventions and Supports (PBIS) throughout the district.
- 9) Attend and/or facilitate meetings for the purpose of coordinating the efforts of school staff and ensuring that state mandates are followed.
- 10) Demonstrate positive interpersonal relations with students, educational staff, and parents.
- 11) Possess professional and responsible work habits.
- 12) Follow the profession's ethical and legal standards and guidelines, as well as promote cultural diversity and inclusivity in school policy and interpersonal relationships.

- 13) Perform other duties as assigned at the request of the superintendent, superintendent designee, principal, or Executive Director of Special Services.

**Qualifications:**

1. **Education level** – Advanced/ Master’s degree (doctorate preferred) in School Psychology or related field
2. **Certification or Licensure** - Missouri K-12 School Psychologist Certificate required; Nationally Certified School Psychologist (NCSP) certification preferred.
3. **Experience desired** - Minimum of three years in the field of psychological development (school psychology preferred)
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District’s Comprehensive School Improvement Plan. Knowledge of the Special Education Process and Laws. Knowledge of the eligibility for special programs as appropriate for grade level. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology. Awareness of PBIS initiative preferred.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

**Evaluated By:** Executive Director of Special Services in collaboration with principals

**Length of Contract:** 10 months or teacher contract plus a set number of days

**Type of Position:** Exempt

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.*

*Board Approved: 5-11-17*