

# SCHOOL DISTRICT OF OKEECHOBEE COUNTY

## SCHOOL PSYCHOLOGIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Master's degree in School Psychology from an accredited educational institution.
- (2) Valid Florida certification as School Psychologist and appropriate licensure.
- (3) Internship in a school setting for one (1) year.
- (4) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of child growth and development; theory and research on conditions that affect learning and behavior; test and measurement theory and foundations; and community resources and services available for student assistance. Ability to conduct comprehensive psychoeducational evaluations of students. Ability to verbally communicate and consult effectively with parents, school personnel and the public. Ability to communicate results of evaluation findings in written reports and correspondence. Ability to assist students, parents and school personnel in the resolution of problems in student learning, behavior and mental health. Ability to interact successfully with parents, school personnel and administrators. Ability to communicate orally and in writing. Skill and ability to apply and interpret federal, state and local laws and policies governing the provision of educational services to students with disabilities. Knowledge of effective crisis intervention techniques.

#### REPORTS TO:

Director of Exceptional Student Education

#### JOB GOAL

To promote and advocate for children through the development of programs and services that maximize student's current and future social, emotional and educational success.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Planning/Preparation

- \*(1) Participate in the district's Exceptional Student Education planning process.
- \*(2) Collect information from parents and teachers through interviews and consultations as it relates to student learning and adjustment difficulties.
- \*(3) Participate as a member of school educational planning teams to develop assistance plans for at-risk students.
- \*(4) Participate in the development of accommodation plans for students eligible for 504 services.

- \* (5) Plan and prepare intervention strategies for parents and teachers to enable students to become engaged in meaningful learning experiences.

#### **Administrative/Management**

- \* (6) Complete and submit Medicaid forms for eligible students.
- \* (7) Prepare and maintain periodic reports in a timely manner as required.
- \* (8) Manage materials and equipment effectively.
- \* (9) Coordinate and implement school-wide and district-wide psychological services and activities.
- \* (10) Use technology efficiently.
- \* (11) Manage time effectively.
- \* (12) Supervise interns as required.

#### **Assessment/Evaluation**

- \* (13) Select, administer, score and interpret individual tests of intelligence, academic achievement, psychological processing, and personality and attitudes for referred students.
- \* (14) Analyze evaluation data and formulate hypotheses and conclusions relating to learning and behavioral issues.
- \* (15) Conduct informal and formal observations of students as part of the evaluation process.
- \* (16) Review student records and analyze information pertinent to student learning and school adjustment needs.
- \* (17) Participate in determining test score eligibility or non-eligibility of individuals for programs and services for disabled students.
- \* (18) Participate in the periodic reevaluation of students with disabilities who are served in exceptional student education programs.
- \* (19) Instruct and monitor diagnosticians use of achievement and processing evaluations.

#### **Intervention/Direct Services**

- \* (20) Participate in the development of appropriate interventions and strategies to assist individual students in academic growth and school adjustment.
- \* (21) Utilize knowledge of behavioral principles to develop and assist in the implementation of specific behavioral management plans for individual students, classrooms and schools.
- \* (22) Participate in student manifestation meetings.
- \* (23) Serve as expert witness in due process hearings related to students with disabilities.
- \* (24) Review cumulative records of students transferring from other districts and advise schools regarding appropriate placement.
- \* (25) Conduct screening and assessment of students with suspected 504 disabilities.
- \* (26) Investigate and report on the validity of requests for student transfer.
- \* (27) Recognize overt indicators of student distress or abuse and take appropriate action based on school procedures and law.
- \* (28) Initiate referral to other agencies as needed.
- \* (29) Serve on the crisis intervention team for the district and provide counseling services to assist and support schools in crisis situations.

#### **Collaboration**

- \* (30) Communicate evaluation findings to parents, teachers and others through written reports and oral presentations.
- \* (31) Present evaluation findings in exceptional student education staffings to determine eligibility and placement.
- \* (32) Serve as a member of the school-based Student Based Intervention Team (SBIT) and staffing committee and manifestation committee.

- \*(33) Provide consultation on an ongoing basis to teachers, parents and other school personnel to resolve students' learning and behavioral problems.
- \*(34) Act as a liaison with public and private agents who work with students, *e.g.*, doctors and counselors as needed.
- \*(35) Interpret psychological services to the community through school and community organizations.
- \*(36) Interpret state and federal rules, laws and policies as they relate to identification, placement and service for students with disabilities or gifted ability.

**Staff Development**

- \*(37) Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting.
- \*(38) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- \*(39) Participate in district-sponsored staff development programs.

**Professional Responsibilities**

- \*(40) Act in a professional and ethical manner and adhere at all times to The Code of Ethics for School Psychologists and the Principles of Professional Conduct of the Education Profession in Florida.
- \*(41) Prepare all required reports in an accurate and timely manner and maintain all appropriate records.
- \*(42) Mentor new colleagues.
- \*(43) Perform and fulfill professional responsibilities.
- \*(44) Maintain confidentiality of student and other professional information.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**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.

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**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 Board's policy on evaluation of personnel.

Board Approved: October 12, 2010