

Greenwood School District 50
Position Description

POSITION TITLE: School Psychologist

Department: Psychological Services

Reports To: Director of Special Services

Prepared by:

Date:

Approved by:

Date:

SUMMARY: School psychologists assist and advocate for students to receive the fullest possible educational experience by addressing their cognitive, academic, functional, social, emotional, and behavioral needs through the provision of assessment, prevention, intervention, and consultation services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- ▮ Conducts comprehensive psychological evaluations of all students referred for evaluation/reevaluation within assigned schools or other sources as the need arises, while adhering to state timelines and guidelines found within the South Carolina Standards for Evaluation and Eligibility Determination (SEED) document.
- ▮ Interprets and documents assessment findings in a written report form (may be through district software programs such as Enrich) for all students evaluated. Reviews assessment results with IEP teams and makes recommendations to assist referred students.
- ▮ Schedules, arranges, and conducts IEP meetings for initial evaluation planning and eligibility determination, documenting information accordingly. Also participates in various IEP meetings (i.e. manifestation determination reviews, reevaluation reviews, LRE changes, etc.).
- ▮ Is knowledgeable of and adheres to all legal and procedural details for students with disabilities, per federal, state, and district policies and procedures.
- ▮ Works cooperatively with school staff, parents, and local agencies when the need arises.
- ▮ Assists in planning and conducting inservice programs and workshops for special education teachers and staff, as determined by the Director of Special Services.

- ▷ Carries out all professional assignments that may be assigned by the Director of Special Services and/or his/her designee.
- ▷ Consults with other school psychologists on best practices when necessary.
- ▷ Consults on the educational, behavioral, and social/emotional needs of all students, including those in the general population, those considered at-risk, and those with special education needs as part of a multi-tiered system of supports (MTSS), which includes the School Intervention Team (SIT) process.
- ▷ Participates in parent conferences as requested.
- ▷ Participates on school threat assessment teams and provides crisis interventions when necessary.
- ▷ Participates in recommended trainings and professional development opportunities.
- ▷ Serves as a resource concerning students' disabilities and educational needs for teachers and other school personnel.
- ▷ Works cooperatively with the team of district psychologists as it relates to planning and organizing psychological services for the school district.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

School psychologists must possess or be able to secure a valid South Carolina Department of Education certification of Level I, II, or III School Psychologist.

LANGUAGE SKILLS:

Ability to read, analyze and interpret scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information and respond to

questions from groups of administrators, managers, employees, clients, customers, and/or the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, fundamentals of psychometrics, and perform basic mathematical calculations.

REASONING ABILITY:

Ability to define problems, gather data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies. Ability to utilize various technological applications as related to school psychology (e.g. email, special education software, psychological assessment scoring software, word processing).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee must frequently drive to different locations within the district. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must be able to distinguish the difference between bells, buzzers, beeps, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public, staff, students and parents.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.