

**SCHOOL DISTRICT OF ALACHUA COUNTY****PSYCHOLOGIST, SCHOOL****JOB DESCRIPTION**

<b>FLSA:</b>	<b>Exempt</b>	<b>BARGAINING UNIT</b>	<b>Yes</b>
		<b>ELIGIBILITY:</b>	
		<b>SALARY SCHEDULE:</b>	<b>Instructional</b>

**QUALIFICATIONS:**

- (1) Masters degree from an approved accredited educational institution.
- (2) Certified as School Psychologist by the state of Florida or licensed in Clinical Psychology.
- (3) May be required to hold a valid Florida driver's license and to provide own transportation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of child growth and development tests, test and measurement theory and foundations, and community resources and services available for student assistance. Ability to conduct comprehensive psycho-educational 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 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. Skills in communicating effectively orally and in writing. Skills and ability to apply and interpret federal, state, and local laws and policies governing the provisions of educational services to students with disabilities. Knowledge of laws and rules relating to education and other services for persons with disabilities. Ability to maintain confidentiality. Knowledge of school curriculum and instructional best practices.

**REPORTS TO:**

Director, Executive -- Exceptional Student Education/Student Support Services or designee

**JOB GOAL**

To provide a quality program of psychoeducational services to students, and to consult with other school professionals and parents regarding student needs.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Consult with teachers, administrators, parents, and students and provide assistance in developing intervention strategies.
- \* (2) Administer, score, and interpret psychological and/or educational tests.
- \* (3) Write psychoeducational evaluation reports.
- \* (4) Attend staffings and other school conferences related to program planning for individual students.
- \* (5) Participate in, develop, and conduct in-service education programs.

## PSYCHOLOGIST, SCHOOL (Continued)

- \* (6) Assist schools in providing individual and group counseling, consultation, and referral services.
- \* (7) Participate as a member of Exceptional Student Education (ESE) Multidisciplinary Teams (MDT) for program eligibility/placement/IEP staffings and in re-evaluation committees.
- \* (8) Participate as a member of individual school's Educational Planning Team (EPT), and coordinate data in making recommendations and decisions about students.
- \* (9) Participate as a member of individual school's/district Crisis Management Teams when needed.
- \* (10) Maintain accurate records of psychoeducational evaluations completed and of services rendered.
- \* (11) Use technology effectively.
- \* (12) Analyze and interpret information to make diagnoses and recommendations regarding needs for services.
- \* (13) Provide direct observation and/or crisis intervention as necessary.
- \* (14) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- \* (15) Interpret educational policies, programs, and procedures for parents.
- \* (16) Use effectiveness consultative behaviors.
- \* (17) Communicate effectively, orally, and in writing, with other professionals, students, parents, and community.
- \* (18) Demonstrate positive interpersonal relationships with students, peers, supervisors, and school/community.
- \* (19) Work effectively with students, parents, colleagues, community agencies and staff.
- \* (20) Demonstrate knowledge and understanding of a broad curriculum base.
- \* (21) Demonstrate professional growth and continuous improvement of professional knowledge and skills.
- \* (22) Comply with policies, procedures and programs.
- \* (23) Act in a professional and ethical manner and adhere at all times to the Professional Code of Ethics and Standards of Professional Conduct.
- \* (24) Support District and local school improvement initiatives, services and programs.
- \* (25) Manage materials and equipment effectively.
- \* (26) Supervise students at all times to ensure a safe and orderly environment.
- \* (27) Prepare all required reports and maintain accurate and complete records in accordance with District procedures.
- \* (28) Maintain confidentiality of student and other professional information.
- (29) Perform other duties as assigned.

*\*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.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

**PSYCHOLOGIST, SCHOOL (Continued)**

**EVALUATION:**

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

**Job Description Addendum No. 11**

Adopted: 7/20/10