

# **School Psychologist**

## **Job Description**

### **Purpose Statement**

The job of School Psychologist is done for the purpose(s) of measuring and interpreting the intellectual, adaptive, academic, social and emotional development of children; interpreting results of psychological studies; interpreting and applying state and federal codes; and developing strategies and interventions to address the special education needs of eligible students.

This job reports to the Director of Special Services

### **Essential Functions**

- Administers standardized and/or supplemental assessments for the purpose of measuring the intellectual, adaptive, academic, social and emotional development of children and/or determining eligibility for services in compliance with regulatory requirements.
- Assesses students' functional capabilities and home and/or classroom environment for the purpose of determining students' functional level and developing recommendations and/or placement.
- Communicates with students and/or parents and teachers and/or other personnel for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Compile information from a variety of sources (e.g. teachers, nurses, probation officers, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive evaluation report in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Coordinates behavior strategies for a child (e.g. teachers, nurses, probation, officer, mental health agencies, other professionals, etc.) for the purpose of producing a comprehensive evaluation report in compliance with established guidelines.
- Coordinates with community agencies including medical, judicial, social service and mental health services for the purpose of determining appropriate treatments, etc. to meet the needs of specific students.
- Counsels students, parents and guardians for the purpose of enhancing student success in school.
- Develops behavior plans, curriculum modifications, etc. for the purpose of implementing treatment programs.
- Facilitates meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state mandates are achieved.
- Implement school wide program development and program evaluation (e.g. crisis intervention services, etc.) for the purpose of ensuring effective programs are in place to assist children who experience physical, mental, social or emotional difficulties.
- Intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. extension requests, correspondence, memos, behavior plans, reports, required documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides effective development programs (e.g. Developing Understanding of Self and Others, Toward Affective development, etc.) for the purpose of assisting teachers in the effective handling of students.
- Research resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Supervises interns, practicum students and others for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.

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### Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

**KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: psychology and educational principles; and pertinent codes, policies, regulations and/or laws.

**ABILITY** is required to schedule a significant number activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data and maintaining effective working relationships.

### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

### Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with exposure to risk or injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Certificates and Licenses:** Certificate as required by the Wyoming Department of Education

**Continuing Education/Training:** Required annual trainings, maintains certificates and/or licenses

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt