

# **JOB DESCRIPTION**

## **TITLE:**

SCHOOL PSYCHOLOGIST

## **JOB OBJECTIVES:**

Provide evaluation and consultation services to students with suspected disabilities and students with disabilities.

## **POSITION OVERVIEW:**

The School Psychologist evaluates children with suspected disabilities. In addition, they provide consultative services to teachers, administrators, and parents. These services may include individual, classroom, or building-wide behavioral, individual therapeutic, or systemic consultation. The school psychologist is also expected to become involved in the pre-referral process of the local district they are assigned. This position is considered at risk for exposure to Hepatitis B and may come in contact with hazardous chemicals.

## **ESSENTIAL JOB FUNCTIONS:**

1. Participate as a member of the I.E.P.T. (Individualized Evaluation Planning Team) and member of the M.E.T. (Multidisciplinary Evaluation Team) when appointed by the Supervisor / District Designee for initial, change of status, and three-year re-evaluations.
2. Communicate in clear, understandable language, evaluation results to parents, referral sources, and colleagues within the school setting prior to the IEP meeting.
3. Maintain accurate records in a manner consistent with State and Federal Law as required by the Intermediate School District and Local Educational Agency.
4. Assume responsibility for keeping informed of current developments in own field and related field of special education and maintain readiness to adapt to change.
5. Have knowledge and ability to assist school districts in developing, implementing, and maintaining a system-wide Multi-Tiered Support System (MTSS) program, including knowledge of assessment systems, managing data, and collaboration.
6. Maintain a bi-weekly schedule within the assigned service area. Deviations from schedule are subject to prior approval of supervisor.
7. Maintain a cooperative, harmonious relationship with professionals and others within the school setting which fosters recognition and respect for every individual.

8. Organize time, energy, and workload in order to meet responsibilities and complete assignments with due consideration of priorities among various responsibilities as approved by supervisor.
9. Participate in school improvement activities such as curriculum development committee, positive behavior support committee, etc. as delegated.
10. Physically capable of performing C.P.I. (Crisis Prevention Institute) personal safety techniques, lifting and positioning students.

**JOB LOCATION:**

C.O.O.R. Intermediate School District Area

**EQUIPMENT:**

Assistive Technology Devices, Computer, Printer, Copier, Fax Machine

**SKILLS AND/OR EXPERIENCES:**

1. Full approval and certification as a school psychologist by the Michigan Department of Education or eligible for temporary approval. Applicants must possess a valid Michigan driver's license.
2. A minimum of two (2) years successful experience/training as school psychologist preferred.
3. Expertise in the area of IEP process and procedures.
4. Previous experience training or presenting information to educators and administrators.
5. Training and/or ability to access data from a variety of sources to assist with on-site technical assistance.
6. Able to work independently, problem-solve, and find solutions to challenging situations.
7. Ability to efficiently use computer and applicable software, uses equipment and materials properly.
8. Strong written and oral communication skills.
9. Assume responsibility for keeping informed of current developments in own field and related fields of special education and maintain readiness to adapt to change.
10. Provide pre-referral services according to the appropriate State and Federal Rules and Regulations following the procedures of the local district to which they are assigned.
11. Performs other related duties assigned by the Director of Special Education or Supervisor.