



## **Job Description**

### **TITLE: School Psychologist**

#### **POSITION SUMMARY**

The primary purpose of this position is the instruction and supervision to a diverse group of students keeping within the law, board policies, and administrative regulations. A primary focus is the establishment of a positive learning environment that promotes a high level of achievement for all students while considering the background and developmental level of the individual student. Instruction and supervision include student guidance, classroom management, and knowledge in subject areas taught and District standards. This is demonstrated by appropriate curriculum design, instructional practices, and student progress assessment.

#### **MINIMUM QUALIFICATIONS**

- Valid Oregon TSPC license, School Psychologist endorsement

#### **ESSENTIAL FUNCTIONS**

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

1. Cultivates and models a respectful working and learning environment.
2. Works effectively and collaboratively with diverse student, staff and community populations.
3. Strives to improve professional competence through an ongoing program of reading, workshops, seminars, conferences, classes, and other professional development activities.
4. Remains an active learner, being willing to learn new ways to do things.
5. Follows-up appropriately on all referrals for assessment services.
6. Uses a wide variety of assessment techniques to evaluate students' academic skills, learning aptitudes, personality and emotional development, adaptive behavior, and social skills.
7. Integrates assessment data into a concise, organized and educationally relevant evaluation report.
8. Coordinates all special education evaluations and three year re-evaluations for all students in the district.
9. Attends Support Services Team (SST) meetings in the assigned school(s), IEP meetings and meetings of the school psychologists.
10. Responds to questions from parents concerning the evaluation process and district procedures.
11. Maintains accurate, complete and confidential records as required by law, district policy and administrative regulations.
12. Maintains compliance with state and federal rules for establishing special education eligibility and completing evaluations.
13. Provides individual and group counseling for students of diverse backgrounds and different learning styles.
14. Models and educates school personnel and parents in the use of positive behavioral supports and in the appropriate implementation of academic and behavioral intervention plans.
15. Collaborates with school personnel to develop school-wide initiatives to make schools safer and more effective.



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16. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents and staff.
17. Works as an active, contributing team member of school teams, regional teams, district teams and Educational Support Services groups to solve problems and create new opportunities.
18. Facilitates and mediates difficult meetings where there are conflicting interests or opinions.
19. Conducts in-service programs for parents and school personnel.
20. Operates computer and software programs as related to job responsibilities.
21. Follows district and school policies, procedures, rules, regulations, and guidelines, and the provisions of the contract and exercised professional judgment when acting in the absence of a covering guideline or policy.
22. Performs other duties as requested by the Educational Support Services administrator.
23. Frequent or prolonged standing, walking and sitting.
24. Frequent and prolonged talking/hearing conversations.

### WORK ENVIRONMENT

- a. This position is primarily performed indoors in school buildings.
- b. This position requires traveling between multiple work sites.
- c. Possible exposure to bodily fluids due to student or employee injury or illness.
- d. Requires walking and standing for extended periods.
- e. Requires accurate perceiving of sound, near and far vision, depth perception, handling and working with materials and objects.
- f. Evenings and/or extended work hours are often required.
- g. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
- h. Work may involve occasional lifting of objects weighing 15 to 25 pounds.
- i. Requires transporting student files, assessment materials and supplies.

### WORKPLACE EXPECTATIONS

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable position descriptions, and reasonable requests by proper authority.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.



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### WORK YEAR AND BENEFITS

This position follows the regular teacher work year and working conditions are governed by the collective bargaining agreement.

### SALARY

Salary and benefits based on current District Salary Schedule and collective bargaining agreement.

### EVALUATION

Job performance will be evaluated in accordance with the law and Board’s policy on Evaluation of Licensed Employees.

### EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date