

EUNICE PUBLIC SCHOOLS

Job Description

Position: School Psychologist

Supervisor: Director of Special Education/Principal/Superintendents Designee

General Job Description: Under the direction of the Director of Special Education, the Licensed School Psychologist conducts comprehensive psychoeducational evaluations; consults with school personnel and parents regarding planning, implementing and evaluating individual and group interventions; and functions as a member of the building-based Student Support Team in providing services to students.

Qualifications:

1. Degree: B.S., B.A., M.A., or higher.
2. Organizational skills.

Essential Functions:

- Conducts comprehensive psycho-educational evaluations of students referred for potential special education services.
- Consults with teachers, school administration, parents and others, as appropriate, regarding the planning, implementation and evaluation of individual and group interventions designed to address students' learning and behavioral problems.
- Functions as a member of the building-level special education team in providing special education services to students with disabilities.

General Responsibilities:

- Administer, score, analyze and interpret intellectual, academic, social/emotional/behavioral and other psychometric assessments.
- Conduct systematic observations and functional assessments.
- Interview parents, teachers and others to gather relevant data regarding student performance.
- Integrates all elements of assessment data into a cohesive whole for the purpose of resolving initial referral question(s) and determining eligibility for special education.
- Communicates test results, conclusions and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate.
- Consults with school staff, administration and parents in resolving students' academic, social, emotional and behavioral concerns.
- Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining behavioral and other interventions.
- Consults and collaborates with mental health, medical, social services and other community providers, as appropriate.
- Provides technical assistance to school staff and parents regarding behavior management, child development and special education procedures, as necessary and appropriate.

- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Functions as a member of the building-level Student Support Team for the purpose of reviewing referrals and determining appropriate actions.
- Provides direct and indirect services specified within students' IEPs.
- Maintains an accurate record of student, parent and other contacts.
- Completes all required documentation in a timely manner and according to current local, state and federal guidelines.
- Attends and participates in faculty meetings and professional development activities and serves on committees as required.
- Completes reports and other school related paperwork as required, within stated timelines.
- Accepts responsibility and arrives punctually for activities and duties as assigned.
- Works to establish and maintain open lines of communication with students and the parents concerning both the academic and behavioral progress of assigned students.
- Is actively involved in professional growth activities.
- Creates an effective classroom environment that is conducive to learning and appropriate to the developmental levels and interests of students within the limits of the resources of the district.
- Guides the learning process toward the achievement of the IEP goals.
- Assists the administration in implementing all policies and/or rules governing student life and conduct; and, for the classroom, develops reasonable rules of classroom behavior and procedure; and maintains order in the classroom in a fair and just manner.
- Maintains appropriate emotional stability, physical health, personal appearance and personality.
- Maintains confidentiality.
- Demonstrates stated criteria for effective teaching performance.
- Abides by all district, state and federal laws, policies and procedures.
- Performs other duties as assigned by supervisor.