

School Psychologist Paraprofessional Job Description

Purpose: A School Psychologist Paraprofessional works under a licensed school psychologist and has special training in conducting assessments and working with children, teachers, and parents to make the school experience a positive and rewarding one.

Responsible to: Director of Special Services, Principal and School Psychologist

Salary: Special Education Schedule, Level 4

Classification of Employment: Non-Exempt

Date: July 2019

Qualifications:

1. High school diploma or equivalent.
2. Bachelors degree from an accredited college/university preferred.
3. Experience in using technology and software.
4. Effective communication and interpersonal skills.
5. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Assist the assigned school psychologists in administering individual tests to help determine specific academic and behavioral needs of students.
- b. Provide the assigned school psychologists observational data to be used when determining individual needs of students.
- c. Assist the assigned school psychologists in creating a service schedule to ensure that timelines are met.
- d. Communicate effectively with students and providers in assigned buildings.
- e. React to change productively and handle other tasks as assigned.
- f. Support the value of education.
- g. Support the mission and philosophy of Derby Public Schools.
- h. Adhere to district, state and federal confidentiality policies.
- i. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires the ability to sit and/or stand for prolonged periods.

- b. Occasionally requires the ability to manually move, lift, carry, pull or push heavy objects or materials.
- c. Occasionally requires the ability to stoop, bend and reach.
- d. Must be able to work in noisy, crowded and changing environments.
- e. Must be able to work indoors and outdoors year-round.
- f. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Assist the assigned school psychologists in conducting formal and informal assessments that the psychologist will use to determine appropriate educational services to individual students.
2. Under the guidance of the assigned school psychologists the psychologist para will provide information and demonstrations to facilitate the implementation of curriculum accommodations/modifications.
3. Assist the assigned school psychologists in maintaining an inventory of materials, tests and supplies and in creating modified materials for classroom use.
4. Maintain appropriate, confidential records and release confidential student information to only those providers with a clear educational need to know.
5. Assist school psychologist in scheduling meetings, obtaining educational records for students new to the district, and preparing forms and paperwork prior to scheduled meetings.
6. Adhere to all district and health and safety policies.
7. Other duties as assigned by the Director of Special Services, principal and school psychologists which are consistent with the general requirements and qualifications for the position.