

Educational Service Center of Lake Erie West Job Description

POSITION TITLE: School Psychologist

EMPLOYMENT STATUS: Full Time; Exempt

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Master's Degree
2. Ohio Department of Education School Psychologist license

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the ESC of Lake Erie West Governing Board; other terms and conditions of employment as per the ESC Governing Board policies and procedures.

SALARY: Based on salary schedule and/or commensurate with experience and education.

DESCRIPTION: The School Psychologist provides direct and indirect services to students through consultation, assessment, intervention, education and research activities. The goal of services is to emphasize collaborative problem-solving, systems analysis, and on-going decision-making in order to assess, intervene, and evaluate student based outcomes.

POSITION RESPONSIBILITIES:

1. Assess and identify difficulties of referred students with suspected handicaps through non-discriminatory, multi-factored diagnostic procedures.
2. Participate in the preparation of the Evaluation Team Report of all children assessed.
3. Interpret assessment information to teachers, students and parents.
4. Participate in IEP meetings upon request
5. Adhere to state and federal guidelines and timelines when dealing with referrals.
6. Participate in a differentiated referral process for students without disabilities.
7. Participate in intervention assistance team conferences, on request, and suggests or model corrective procedures.
8. Participate in kindergarten screening, if needed.
9. Provide individual and group counseling for students, if needed.
10. Serve as a consultant to parents, school personnel, and others on mental health topics.
11. Serve as an integral member of the Crisis Response Team.
12. Cooperate with personnel of community health and social welfare agencies; may act as liaison between the school and juvenile court.
13. Attend inter-agency meetings.

Educational Service Center of Lake Erie West Job Description

14. Assist in the in-service training of school and community personnel.
15. Promote maximized integration of students with disabilities.
16. Maintain and organize confidential child study files containing all pertinent data relating to the referred child.
17. Acts as resource person for classroom teachers regarding strategies, adaptations, and resource materials.
18. Maintain accurate and complete student records; prepare and submit all required reports.
19. Seek opportunities to improve skills and grow professionally; attend all required meetings and in-services.

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of the Operating Standards for Ohio's Schools Serving Children with Disabilities
- Knowledge of state and federal timelines
- Knowledge of current testing programs
- Knowledge of current educational issues and best practices
- Knowledge of effective intervention strategies
- Knowledge of mandated individual assessment tools
- Knowledge of community agencies that can support students with disabilities
- Knowledge of classroom management techniques
- Knowledge of problem solving processes and creative thinking skills
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to maintain accurate student records
- Ability to analyze and interpret assessment data
- Ability to communicate effectively both orally and in writing
- Ability to plan and present in-services
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, parents, teachers, co-workers, administrators, and community agencies
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom
- Skill in effective group and individual counseling, family intervention, crisis intervention, development of home/school collaboration
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes
- Skill in assessment and intervention strategies

PHYSICAL DEMANDS & WORK ENVIRONMENT

Educational Service Center of Lake Erie West Job Description

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices. The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections. The employee may be required to deal with students with behavioral risks.

This position may require local travel. This position may also require attendance at meetings outside of regular work hours (e.g. early morning, evening).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment at the ESC.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee's responsibility is to familiarize him/herself with the ESC Staff Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.