

**Job Description**

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| **Job Title:** School Psychologist  | **Reports to:** Director of Special Programs/Manager of Special Education Evaluations |
| **Dept./School:** Special Populations/Central Management Office - Dallas  | **FLSA Status:** [x]  **Exempt** [ ]  **Non-exempt** |
| **Date Revised:** 02/11/2025 | **Supervisory Responsibilities:** [ ]  **Yes** [x]  **No** |
| **Funding Source:** Special Revenue | **Allocation:** 100% |
| **Work Hours:** 8:00 am - 4:00 pm  | **Workdays:** Monday - Friday | [x]  **SY** [ ]  **YR** |

**Mission Statement**

*Uplift's mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.*

# Primary Purpose:

The School Psychologist provides an array of psychological services for students to provide parents, teachers, administrators and other school personnel regarding a students’ strengths and needs in the general and special education settings. The School Psychologist may also provide internship training and staff development as requested.

**Duties/Responsibilities:**

* Perform all initial and three-year psychological and/or autism evaluations for students on assigned campuses which include selecting and administering formal/informal evaluations to determine student eligibility for Special Education services according to federal and state regulations within timelines
* Write Full and Individual Evaluation, Functional Behavioral Assessment, and Behavior Intervention Plan reports in accordance with state regulations and professional standards
* Collect and organize relevant evaluation data from student’s cumulative folder, classroom teachers, administrators, support-staff, parents and outside resources
* Attend ARD Committee meetings to interpret test results and develop appropriate instructional strategies to meet students’ educational needs
* Work collaboratively with ARD Committee to exert professional expertise when participating in Manifestation Determination Review meetings
* Compile, maintain and file all reports, ARD Committee meeting records and other documents required for compliance with state and federal statute
* Assist classroom teachers and administrators with implementation of IEP and BIP
* Review/accept evaluation reports for transfer students within the 30-day timeline
* Prioritize tasks and projects in an expedient manner
* Demonstrate organizational skills
* Stay current in Special Education law and best practices
* Accept and offer team directions
* Exhibit professional demeanor and resourcefulness
* Communicate effectively with diverse groups
* Perform other duties as assigned

**Qualifications:**

**Education, Experience, and/or Certification(s)**

* + **Education Requirements:**

Master’s degree in psychology from accredited college or university required.

* + **Experience Requirements:**
		- Two years’ experience providing psychology services in an educational setting preferred.
	+ **Special Skills/Certifications:**
		- Valid Texas license as a licensed specialist in school psychology granted by the Texas State Board of Examiners of Psychologists required.
		- Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
		- Knowledge of prevention and intervention strategies, including behavior management interventions
		- Knowledge of psycho-social development
		- Excellent organizational, communication, and interpersonal skills
		- Ability to set priorities.
		- Ability to work with mathematical concepts such as probability and statistical inference.
		- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
		- Ability to define problems, collect data, establish facts, and draw valid conclusions.
		- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
		- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Required Skills/Abilities:**

* **Communication Skills:**
	+ Excellent communication skills required.
	+ Ability to communication will all levels of personnel, students, and parents.
	+ Ability to read, analyze, and apply common sense understanding and to carry out instructions in written or oral form.
	+ Strong consultation skills for conferencing with teachers, parents, and students
* **Bilingual Skills:**
	+ Bilingual (Spanish) skills preferred.
* **Technology:**
	+ Proficient in Microsoft Office applications (Excel, PowerPoint, Word, and Outlook).
	+ Ability to use basic office equipment.
	+ Ability to learn and use other software as necessary.

**Physical Demands/Environmental Factors:**

**Physical Demands:**

The physical demands described below 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 the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

**Work Environment:**

The work environment is representative of those an employee encounters while performing the essential functions of this job. The environment requires close proximity to other employees, frequent interruptions, extended periods of time viewing a computer screen, and noise levels from moderate to high. There may be activity from other employees and students of a distracting nature. Travel between campuses is also needed at times.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. I attest that I can complete all of the essential duties of this role with or without an accommodation.

Employee Signature: Date:

Received by: Date:

Uplift Education is an equal employment opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law.