



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

School Psychologist
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Reports to:	Director of Assessment & Related Services
School/Department:	Educational Support Services
Pay Grade:	Administrative Management/AI3
Work Days:	195
Wage/hour status:	Exempt
Created/revised:	July 2025

Primary Purpose:

Perform professional psychological work in assessment, behavior management, and counseling as a related service. Assess the psychological and psycho-educational needs of students referred to special education services.

Qualifications:

Education/Certification:

- Master Degree in Psychology from an accredited college or university recognized by the US Department of Education.
- Valid Texas school psychology license granted by the Texas State Board of Examiners of Psychologists or approved by TSBEP.
- Must have valid driver's license, good driving record and available transportation during the entire workday to travel to sites in the Humble ISD area

Special Knowledge/Skills

- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Strong consultation skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills
- Skill in gathering/organizing/analyzing/interpreting data and utilizing various statistical techniques, applying concepts to assist in formulating conclusions and developing recommendations and solutions
- Skill in presenting oral and written information in a comprehensive and organized manner to diverse audiences and facilitating groups on a large scale
- Skill in troubleshooting issues, making sound judgments, decisions, and recommendations
- Skill in operating MS Office (Word, Excel, Access, PowerPoint) in addition to information systems related to area platforms and/or comparable programs
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to comprehend complex systems and technical information and explain effectively to a wide variety of stakeholders
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy, provide a high level of customer service, and work compatibly with students, administrators, District officials, parents, co-workers, and the general public

Experience:

- One year experience providing psychology services in an educational setting.



Major Responsibilities and Duties:

Assessment

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations.
2. Score and interpret test data.
3. Develop psychological evaluation reports and behavior management plans.
4. Participate in the Admission, Review, and Dismissal (ARD) Committee to assist with the interpretation of assessment data and development of Individual Education Plans (IEP) for students according to district procedures.

Consultation

1. Conduct group and/or individual counseling sessions to help the student to be successful in the school environment
2. Consult with school staff regarding implementation of behavior intervention plans and in managing behaviorally disruptive students.
3. Provide staff development training in assigned schools to assist school personnel with behavioral strategies and interventions and to assist in understanding of students with emotional, social, and behavioral disturbances.
4. Meet with parents to discuss pertinent background information and assessment data.
5. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data.
6. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed for the school environment.

Program Management

1. Develop and maintain effective individual and group relationships with students and parents.
2. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
3. Assist in the selection of assessment materials and equipment.
4. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including case records and test results.
5. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the areas of psychological services, assessment, placement, and planning for special education services.
6. Comply with all district and local campus routines and guidelines.
7. Participate in professional development activities to improve skills related to job assignment.

Policy, Reports, and Law

1. Abide by professional code of ethics.
2. Comply with policies established by federal and state laws, State Board of Education rule, and licensure board policy
3. Comply with all district and campus routines and regulations
4. Compile, maintain, and file all physical and electronic reports, records, and other required documents.
5. Submit the above documents to supervisors upon request.



School/Organizational Climate

1. Maintain professional behavior, promote a positive image, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment that supports the vision and mission of the District.
2. Maintain a positive and effective relationship, good judgment, and decision making with coworkers, supervisors, other district personnel, outside agencies and organizations.
3. Promote an open collegial environment among staff and develop positive staff morale.
4. Promote teamwork by sharing knowledge, providing cross-training for employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and department.
5. Demonstrate skill in anticipating, managing and resolving conflict.

Communication:

1. Promote communication with parents and others in the community concerning the mission of the district and the accompanying products and services.
2. Provide for collaborative reciprocal communication with principals, teachers, staff, parents, and community.
3. Demonstrate skill in conflict resolution with administrators, parents, teachers, staff, and community.
4. Monitor professional research and disseminate ideas and information to other professionals.

Supervisory Responsibility

1. Oversee assigned student(s)

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as approved by the Director.
2. Demonstrate effective interpersonal skills through communications with parents, community, staff and school board members.
3. Attend professional growth activities to maintain awareness of current research and issues in school nursing
4. Attend training on various software/hardware that is being supported by Humble ISD, maintain a working knowledge of the same, and remain current on new and emerging technologies.
5. Promotes a positive image that supports the mission of the district; works with all Educational Support Services personnel to continually improve the professionalism of the total department
6. Responds to after-hours emergencies as needed.
7. Performs other duties as may be assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Frequent travel to campus sites

Occasional irregular or prolonged work hours

Occasional travel outside of school district boundaries

Prolonged use of equipment and computers with repetitive hand movements

Office atmosphere may be noisy and hectic. Offices are "open" with multiple employees working in large open rooms containing two or more desks and equipment.

Frequent contact with parents, community, and/or other district/campus employees

Requires performing tasks mostly standing, some walking, bending, stooping and sitting



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Lifting up to 20 lbs.

Daily attendance and punctuality at work are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____