



**Job Title:** School Psychologist

**Contract Days:** 197 days

**Reports to:** Field Operations Director

**Exempt Status:** Exempt

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**Primary Purpose:**

Responsible for the evaluation of students with behavioral concerns, Traumatic Brain Injury and Autism for the Special Education Department.

**Qualifications:**

**Education/Certification:**

Master's Degree

Licensure by the Texas State Board of Examiners of Psychologists as a School Psychologist

Qualified as a PhD in Psychology or a specialist's level Master's Degree in Psychology

Must have passed the National Certification for School Psychologists exam

**Experience:**

Prior clinical or educational experience preferred (at least 3 years).

**Responsibilities and Duties:**

1. Facilitate case management of evaluations through involvement with building assessment team meetings and staffing, consultation with parents and teachers, observation, and behavior management plans.
2. Evaluate the intellectual, emotional, behavioral and/or adaptive behavior functioning of referred students.
3. Determine and utilize appropriate tests for evaluations; score and interpret test data; write psychological evaluation reports, functional behavior assessments, and behavior management plans.
4. Participation in the Individualized Education Plan (IEP) Committee meetings to assist with interpretation of assessment data, appropriate placement, and development of IEP for students according to district procedures, to include individual service plan (ISP) meetings.
5. Determine eligibility of students for special education programs on the basis of serious emotional disturbance and/or other disabilities.
6. Consult with school staff and parents regarding children with Autism/Inclusion problems.
7. Consult with parents and teacher concerning the educational needs of students and interpretation of assessment data.
8. Consult with parents, teachers, principals, special education staff, and community agencies concerning intellectual, emotional and behavioral functioning of referred students when necessary.

9. Conduct failure or discipline meetings as required. Participate in GOALS (Giving Opportunities, Accelerating Learning and Socialization) IEP meetings.
10. Provide assigned counseling services as determined by the IEP meeting.
11. Support campus intervention teams (prior to referral) to supplement referral paperwork.
12. Participate in the continuing evaluation of the IEP forms and propose changes to supervisor.
13. Conduct Discipline IEP committee meeting for Manifestation and Determination and change of placement as required.
14. Participate in professional development activities to improve skills related to legal issues in special education and assessment issues.

**Consultation:**

1. Present staff development training in assigned schools to assist school personnel in identifying and understanding students with disabilities.
2. Provide support to the classroom teachers in regards to implementation of the IEP.

**Program Management:**

3. Participate in the selection of assessment materials and equipment.
4. Participate in the continuing evaluation of the assessment program and propose changes to supervisor.
5. Participate in quality assurance reviews as directed by supervisor.

**Administration:**

1. Accurately compile, maintain, and file all physical and computerized reports, records and other documentation within established timelines and utilizing required resources such as electronic student data management system, online calendar and email, site sign-in sheets, and other systems for reporting services and progress.
2. Comply with policies established by federal and state law, State Board of Education rule, local board policy, and DLSEC guidelines.
3. Comply with all district and campus routines and regulations.
4. Effectively communicate with colleagues, supervisors, member-district staff, students, parents, and other stakeholders.
5. Participate in professional development activities to improve skills related to job assignment.

**Other:**

1. Maintain confidentiality.
2. Maintain credentials (e.g., certificate, license) as required to perform job duties.
3. Model behavior that is professional, ethical, and responsible.
4. Demonstrate an acceptance of and an ability and willingness to work with individuals of varying physical and mental capacities from diverse cultural and ethnic backgrounds.
5. Keep appointments and adhere to designated work schedule.
6. Use time in a productive manner.
7. Demonstrate the ability to work collaboratively and independently.
8. Support and assist with DLSEC events for students and staff.
9. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities:**

May direct and monitor the work of IEP Facilitator or School Psychologist Intern(s)

**Equipment Used:**

Variety of assessment instruments, standard office equipment including personal computer and peripherals.

**Working Conditions:**

**Mental demands/physical demands/environmental factors may include but are not limited to:**

- Frequent engagement with students in physical activities
- May work prolonged or irregular hours
- Maintain emotional control under stress
- Work with frequent interruptions
- Possible exposure to biological hazards and communicable diseases
- **Posture:** Frequent or prolonged walking, standing, sitting, stooping, bending, kneeling, pushing, pulling, and twisting
- **Motion:** repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** regular lifting and carrying (up to 40 pounds)
- **Travel:** travel to campuses/districts, administrative offices, meetings, professional development opportunities, and other job-related activities

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties and skills that may be required. The Administration and/or Supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

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Employee Signature

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Date

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Employee Printed Name