

**Job Title:** School Psychologist

**Exemption Status/Test:** Non-Exempt

**Reports to:** Director of Special Education      **Date Revised:** April 2026

**Dept./School:** Cluster V Special Education Cooperative

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**Primary Purpose:**

Assist schools in the development of appropriate educational programs for students by conducting full individual evaluations, providing direct counseling and social skills instruction, consultative psychological services, and conducting and/or participating in ARD meetings for students.

**Qualifications:**

**Education/Certification:**

Curriculum and academic training leading to Licensure by the Texas State Board of Examiners of Psychologists as a School Psychologist.

**Special Knowledge/Skills:**

- Knowledge of procedures for assessing academic, intellectual, emotional, and behavioral functioning for educational purposes
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psychosocial development
- Strong consultation and conflict-resolution skills for conferencing with teachers, parents, and students
- Excellent organizational, communication, and interpersonal skills
- Ability to operate computer/peripherals using a variety of basic applications
- Ability to effectively use district programs with reasonable assistance and interpersonal skills

**Experience:**

Experience in public schools preferred

**Major Responsibilities and Duties:**

**Assessment**

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students. Determine student eligibility for special education services according to federal and state regulations.
2. Develop psychological evaluation reports and behavior management plans.

3. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement and development of Individual Education Plans (IEP) for students according to district procedures.
4. May serve as case manager and implement the special education assessment process for students on assigned campuses.

### **Consultation**

5. Meet with parents to discuss pertinent background information and test results. May conduct group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems.
6. Consult with teachers and relevant staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavior intervention plans in managing disruptive students.
7. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed.
8. Present staff development training in assigned schools to enable school personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.

### **Program Management**

9. Develop and coordinate a continuing evaluation of psychological services and assessment procedures and make changes based on findings.
10. Participate in the selection of assessment materials and equipment.
11. Compile, maintain, and file all reports, records, and other documents required, including case records, test results, statistical data, and test inventories.
12. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations.
13. Act in a professional ethical manner as outlined in the Standards of Conduct for the Texas State Board of Examiners of Psychologists and consistent with Cluster V CO-OP Policies.
14. Participate in professional development activities to improve skills related to job assignment.

### **Communication**

15. Maintain a positive and effective relationship with supervisors.
16. Effectively establishes, positively communicates, and courteously maintains professional behavior and demeanor including conflict resolution.

17. Protect confidentiality of records/information.

**Other**

18. Follows workplace policy for attendance, leave, acceptable use, punctuality, dress, and other duties as assigned.
19. Follow district safety protocols and emergency procedures.
20. Remote work available when not required on-site and approved by Director of Special Education
21. Evaluations must be completed on-site from assigned school
22. Other duties as assigned by supervisor.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Frequent sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, grasping/squeezing, wrist flexion/extension

**Lifting:** Regular light lifting and carrying, occasional heaving lifting (45 pounds or more) and positioning of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

**Environment:** Exposure to biological hazards, bacteria, and communicable diseases; CO-OP wide travel, regular exposure to noise and computer monitors

**Mental Demands:** Work with frequent interruptions; maintain emotional control under pressure

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**Salary:** Board Adopted

**Duty Days:** 197

**How to Apply**

Please visit [www.sabinalisd.net](http://www.sabinalisd.net) to download a copy of the professional employment application. This position is a full-time assignment. The candidate should submit a professional portfolio to Cynthia Gann, Cluster V Director of Special Education, and the portfolio must include the following documents to be considered a viable candidate: Letter of interest; Sabinal ISD employment application; copies of all required certifications/licensure; 3 professional references; and resume. The professional portfolio may contain other supporting documents as desired by the candidate.