

**SCHOOL PSYCHOLOGIST**

**REPORTS TO:** Building Principal and/or Director of Special Education

**ESSENTIAL FUNCTIONS:**

Responsible for providing psycho-educational services to referred students.

Participates in multi-disciplinary referral meetings.

Determines appropriate placement with the multi-disciplinary team and contribute to the development of IEPs.

Assists in Child Find testing activities.

Provides consultative services to provide information regarding learning style, classroom management, and behavior modification to enhance student achievement.

Provides confidential information to the teacher/principal when deemed to be in the student's best interest.

Provides consultative services to parents as necessary.

Responsible for individual or group short-term counseling.

Makes recommendations regarding outside counseling sources.

Counsels parents as to how to most effectively deal with their child's specific behavioral and emotional needs.

Documents parent contact, counseling sessions, and classroom interventions.

Participates in vocational planning for special education students.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**MINIMUM DESIRABLE QUALIFICATIONS:**

School Psychology endorsement from the Montana Office of Public Instruction.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from students, staff, and the general public.

Ability to interpret a variety of written or oral instructions.

Ability to establish and maintain effective working relationships with students, peers, parents, and the community.

Ability to communicate clearly and concisely in writing or orally.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

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**EQUIPMENT USED:**

Computer, calculator, copier, telephone/voice mail, fax machine, dictation equipment.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside in what can be a stressful environment. The employee must be able to meet deadlines with severe time constraints. The employee is directly responsible for the safety and well-being of students.

The noise level in the work environment is usually quiet to moderate, depending upon the task at hand.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

History

Approved on: June 9, 2010

Revised on: