



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: School Psychologist

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in school psychology
2. Such other qualifications as may be set by the Board of Trustees

SUPERVISES

N/A

REPORTS TO

Director of Special Education, Gifted and Testing Services

JOB GOAL

To ensure the completion, accuracy, and compliance with local, state, and federal regulations of all aspects of the referral to placement process and Individualized Education Plan development

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Consult with parents, teachers, administrators, and community agencies regarding the psychological needs of students as they relate to their education program
2. Provide individual and group services to children and/or parents that emphasize improved educational performance and/or conduct
3. Provide direct services through a variety of methods (e.g. classroom presentations, co-teaching in general education settings, in-services to staff/parents, etc.) as needed
4. Screen and evaluate referred children including selecting appropriate instruments, administering tests, observations, and writing reports which state the evaluation findings and provide for educational program recommendations
5. Participate as a member of the multi-disciplinary team and the Individualized Education Plan committee contributing evaluation findings and collaborating on the child's educational plan
6. Provide collaborative consultation and documentation of results including assisting basic education staff with suggestions and implementation of RTI, pre-referral intervention strategies, and providing recommendations and modifications to assist basic education staff in working with special education students in the classroom setting
7. Consult with parents, teachers, and other appropriate staff regarding the child's program and any adaptations/materials needed to facilitate improved performance in the classroom or at home
8. Maintain appropriate data on students to document current levels of performance and other pertinent information
9. Re-evaluate, as appropriate, to determine extent of progress and effectiveness of therapy
10. Establish and monitor the necessary caseloads, procedures, and resources to manage school psychologist services to students/staff and work cooperatively to accomplish the goals of the IEP
11. Perform other duties as assigned

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on practices and devise methods of program improvement

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state and federal guidelines
2. Adhere to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing school psychologists
3. Submit required reports efficiently, promptly, and accurately

TERMS OF EMPLOYMENT

In accordance with the recommendation of the Director of Special Education, Gifted and Testing Services as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.