



Columbia County School District Job Description

Position Title: School Psychologist		
Department: Department of Student Support Services	Evaluation Instrument: Georgia School Psychologist Evaluation Instrument	
Pay Grade: Administrative Salary Schedule, Grade M	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 200 Days Per Year, 8 Hours Per Day		
Reports to: Assistant Superintendent of Student Learning/Special Services		

MINIMUM QUALIFICATIONS
Educational Specialist (S6) degree in School Psychology, or School Psychometry; holds or is eligible for Georgia Service Certificate in School Psychology; three (3) years of experience in educational arena preferred, including child-oriented activities; experience in working with parent and colleagues to develop credibility for the Department of Psychological Services.
GOAL
Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Provides collaborative input and documentation of results including assisting schools with suggestions and implementation of the Response to Intervention process and interventions. • Consults with teachers and other school personnel to obtain information regarding referral information. • Demonstrates a competent understanding of a variety of assessment instruments and techniques. • Gathers background information on student’s psychological history by conducting observations, conducting interviews, and review of school records. • Screens and evaluates referred students including selecting appropriate instruments, administering tests, observations, and writing reports which state the evaluation findings and interprets assessments results that address the reason for the referral and include educational program recommendations. • Participates as a member of the multi-disciplinary team and/or the eligibility committee team contributing evaluation findings and contributing to the development of the Individual Education Plan (IEP). • Serves as a resource to teachers and staff regarding psychological services and the academic/behavioral needs of students. • Conducts specialized individual and group counseling sessions to address specific emotional, social, and behavioral needs of students. • Serves as a liaison between the student, home, school, private counseling facilities and community resources. • Consults with school and parents and other appropriate staff regarding the student’s performance in the classroom and at home. • Provides follow-up support and periodic re-evaluation services as necessary. • Provides professional learning and or in-service training for district, schools, and other staff members. • Provides assistance to schools during crisis situations. • Provides suicide prevention training for district and schools. • Meets all evaluation timelines as established by the supervisor. Submits records, reports, and assignments correctly, promptly and efficiently. • Maintains confidentiality of all student records. • Adheres to the ethical standards and codes of the profession and to the established rules, regulations, and laws governing it.

- Supports and implements district policies, regulations, procedures, and administrative directives: Supports and follows the policies and procedures of the school district.
- Maintains dress and appearance appropriate to a professional office setting.
- Participates in activities that promote professional development and uses clinical/educational research to enhance psychological services.
- Assist with other responsibilities as assigned by the Assistant Superintendent

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: May 2018