Job Description

**Job Title:** School Psychologist  
**Department:** Special Education  
**Reports To:** Special Education Coordinator  
**Salary:** Licensed salary schedule – _______ calendar days

**JOB SUMMARY**
The School Psychologist provides diagnostic and prescriptive services to students with mental retardation and traumatic brain injury in school districts in Marion and Polk counties. Provides diagnostic, prescriptive and comprehensive behavioral services to students with emotional and/or behavioral problems that adversely affect educational performance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Prepares, organizes and maintains confidential files and students' records in accordance with ESD, state and federal policies and guidelines.
2. Provides a verbal and written report of test data and interpretation.
3. Provides direct specially designed instruction in the area of social and emotional issues related to academic success.
4. Provides consultation services and/or in-services regarding learning, academic, self-sufficiency, behavioral and other student needs.
5. Makes recommendations for interventions with a preventative focus.
6. Facilitates appropriate referral processes.
7. Plans and implements service delivery models including individual, small group and classroom settings and schedules in assigned schools and programs.
8. Develops, selects and uses appropriate assessment tools and effectively interprets results.
10. Provides formal and informal assessment of behavior for students suspected of having emotional disturbance.
11. Participates collaboratively on a team to determine eligibility/develop an integrated IFSP/IEP.
12. Maintains confidentiality.
13. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff and the public.
14. Provides consultation to Child Study Teams or school district pre-referral systems.
15. Identifies professional strengths and limitations and sets and meets performance goals.
16. Creates a positive work environment by:
   a. Tolerating others' points of view
   b. Soliciting input from others
   c. Resolving conflict at the lowest level possible
   d. Responding effectively to crisis situations
17. Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
18. Adheres to professional ethics as identified by agency, professional organizations and licensing commissions.
19. Pursues on-going professional growth and opportunities to maintain and improve skills.
20. Provides trainings to staff members.
21. Develops contacts with other professionals outside the ESD that enhances service delivery to students and provides districts with additional resources.
22. Assists districts and the ESD in district-wide or countywide special projects and/or committee work.

MARGINAL DUTIES AND RESPONSIBILITIES
Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provides assistance to teacher or teams who need professional assistance in developing a behavioral program for a student who is experiencing difficulties.

SUPERVISORY RESPONSIBILITIES
None.

EVALUATION
This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards as outlined in the evaluation system, collective bargaining agreement and employee handbook.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Master's degree (M.A.) and minimum of two years' experience working with children.
- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently in English, verbally and in writing. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from individuals and groups of people.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent, and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, proportions, frequency distribution and determination of test reliability and validity.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and work with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use word processing software, E-mail and the Internet.
- **Other Skills and Abilities:** None.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
• **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver’s license. A TSPC licensure with a Handicapped Learner or Special Education endorsement; or, a School Psychology endorsement; or, School Counselor license issued by State Board of Psychological Examiners; or, psychologist licensed by State board of Psychological Examiners.

**PHYSICAL DEMANDS**

*The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually low. While performing the duties of this position, the employee works with standard office and/or instructional equipment and individual mobility equipment (wheelchairs) with moving mechanical parts.

**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.

Prepared By: Willamette ESD

Date Revised: August 2016

I have read and understand this job description.

Printed Name ___________________________ Signature ___________________________ Date ___________________________