

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – SCHOOL PSYCHOLOGIST

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel – Student Support Certificate.

- Valid West Virginia certification as a school psychologist at grade levels commensurate with an assignment to grades K-12.
- Experience in special education at the early childhood, middle childhood and adolescent levels.
- Strong written and oral communication skills.
- Knowledgeable in special education law, policies and procedures.
- Demonstrated ability to work effectively with people.
- Competency with using technology.

Immediate Supervisor: Director of Special Programs

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: 261 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

- Provides leadership and support in area of responsibility.
- Establishes and implements an improvement process for area of responsibility.
- Establishes good public and employee relations in area of responsibility.
- Maintains professional work habits.
- Maintains and upgrades professional skills.
- Attends and participates in Multi-Disciplinary Evaluation Team, eligibility, Individualized Education Program (IEP) and 504 meetings, when appropriate.
- Provides expertise in educational programming for students with disabilities.
- Maintains open lines of communication with the special education director, principals, teachers, parents and outside agencies.
- Provides on-site technical assistance to schools Student Assistance Teams (SAT) regarding intervention planning and appropriate referrals.
- Maintains appropriate data, records and documentation relative to current functioning levels, student progress and other pertinent information in an organized and confidential manner.
- Assists school teams with interpreting multi-disciplinary assessment results.
- Reevaluates students, when necessary, to determine extent of progress and effectiveness of instruction.
- Seeks Medicaid reimbursement for evaluations conducted on children who are Medicaid eligible.

- Provides professional learning opportunities to teachers, support staff, parents and other personnel, as appropriate.
- Assists with the monitoring and documentation of the special education monitoring process.
- Monitors and coordinates the assessment of students.
- Maintains records of the number of students tested and number of referrals, including data from support for personalized learning (SPL) process.
- Ensures that the assessment process is completed within the mandated timelines delineated in WV State Board of Education Policy 2419.
- Screens and evaluates referred students for the purposes of determining eligibility for special education services and to assure appropriate educational programming including selecting appropriate instruments, administering tests, conducting observations, and writing reports which state the evaluation findings and provide educational program recommendations.
- Functions as a resource to school intervention and data teams.
- Participates in efforts to improve the mental health climate of the schools, and contributes to the solution of psycho-educational problems, such as drug abuse and truancy, conflict, depression, anxiety, dropout, and social skills.
- Supervises school psychologist interns, as directed
- Coordinates positive behavior support (PBS) programming in the schools.
- Coordinates mental health programming in the schools.
- Provides individual and group services to students and/or parents, as appropriate, to support improved educational outcomes in students.
- Provides collaborative consultation and documentation of results including providing suggestions and guidance to educational staff regarding pre-referral intervention strategies, SPL support, and data-driven decision making.
- Assists with early childhood screening and registration process.
- Conducts pre and post testing for summer programs, as appropriate.
- Adheres to established laws, policies, rules and regulations.
- Demonstrates familiarity with general computer operations, use of email and access to the Internet.

PHYSICAL DEMANDS:

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Director of Special Programs

Amended: October 25, 2016