

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: School Psychologist

GENERAL DESCRIPTION

To diagnose students with disabilities accurately and to participate in the appropriate placement of students. To provide assistance to teachers, counselors, principals and parents in providing services to students.

Primary Duties:

Ability to administer, score and interpret various evaluation instruments. Ability to work effectively with parents, students, staff and other agencies in providing placement and other services appropriate for exceptional students. Demonstrated ability to communicate technical and complex information clearly to others both in written and oral form. Ability to gain and maintain a working knowledge of the various programs and services for exceptional students.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs complex arithmetic operations using data or information.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Gives information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Assets Responsibility:

*(1) Administer, score and interpret intelligence, aptitude achievement and other psychological tests, both for initial placement and follow-up procedures.

(2) Utilize testing equipment.

*(3) Submit a written evaluation of test results and interpretations clearly and concisely.

*(4) Make written and oral recommendations to both school personnel and parents for appropriate services and treatments.

(5) Provide psychometric services and placement recommendations for Exceptional Education Programs.

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- *(6) Ascertain possible causes and solutions of students' psychological problems through the use of tests, interviews, conferences and review of other relevant information.
- (7) Hold counseling sessions with parents of students and students who have been identified as habitual truants, potential dropouts, underachievers and behavior problems.
- *(8) Act as a resource person to students, parents and school.
- (9) Serve as a liaison between schools and appropriate agencies which can provide services to students in need of additional assistance.
- *(10) Provide in-service training for school personnel relating to behavior modification techniques, educational psychology, psychometrics, counseling and the exceptional child.
- (11) Travel between schools
- *(12) Use effective positive interpersonal communications skills.
- (13) Coordinate the work of one or more child study teams.
- (14) Assist in the preparation of the annual county plan.
- (15) Participate in placement hearings.
- (16) Maintain current knowledge of research in the evaluation, treatment and programs for exceptional students.
- *(17) Maintain required record confidentiality procedures.
- (18) Ensure that all relevant information is considered in the placement process.
- (19) Perform other incidental tasks and services consistent with the job goal of this position.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads complex sentences, instructions, regulations, procedures, or work orders; writes collegially and completes routine job forms and incident reports; speaks collegially using proper grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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Performs skilled work involving set procedures and rules and the ability to problem solve with inconsistent frequency; requires normal attention with periods of concentration for accurate results or occasional exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Impact of decisions affects others including those in immediate work area. Requires thoughtful and focused deliberation with informed choice

Equipment Usage:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.

Personal vehicle, telephone, tape recorder, timer, calculator, computer/printer, relevant evaluation equipment.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

- (1) Educational Specialist Degree in school psychology from an accredited educational institution.
- (2) Certified as a school psychologist by the State of Florida.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

Two years of public school experience desired.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

PHYSICAL REQUIREMENTS: Describes physical conditions of this position.

Requires light to moderate work involving standing and walking most of the time, exerting up to 30 pounds of force occasionally, and moderate dexterity in operating office equipment.

Unavoidable Hazards:

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“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Exceptional Student Education

Supervises:

No supervisory duties

PAY GRADE: From: ILA01 To: ILNN03

Number of Months: 10/11 Number of Days: 196/220 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016