

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **SCHOOL PSYCHOLOGIST**

File 309

Reports to: Superintendent

Job Objective: Provides psycho-educational assessments, program planning, and consultation services that are consistent with the district's mission and mandated requirements. Encourages parental involvement.

Minimum Qualifications:

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Embodies high ethical standards and integrity. Accepts responsibility for decisions and conduct.
- Complies with drug-free workplace rules and board policies.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability to facilitate student/family access to appropriate community resources.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with district staff to identify ongoing/emerging school psychology needs of students.
- Provides consultation services and therapeutic interventions as needed. Obtains informed written consent before providing services. Facilitates decision-making activities. Helps stakeholders understand service goals and how they relate to the educational program.
- Advocates for children. Helps ensure that policies/procedures support non-biased assessment and program planning activities.
- Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Encourages community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Monitors education laws, rules, and regulations. Recommends administrative procedures that facilitate compliance with legal mandates.
- Complies with state policies/procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment. Participates in due process procedures as requested.
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation and/or consultation for non-disabled students.
- Consults with staff and families to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.). Initiates referrals to community resources as needed (e.g., legal, health, welfare, etc.). Serves as a contact for public agencies.
- Coordinates retention and intervention activities to improve graduation rates for at-risk students.
- Administers diagnostic tests. Interprets results. Provides objective recommendations that facilitate student participation in educational activities. Monitors the efficacy of interventions.
- Coordinates placement procedures. Encourages a full range of learning options. Works with intervention assistance teams (IAT). Participates in parent/student conferences as needed.
- Observes students in the classroom settings and documents observations.
- Helps formulate and guide the implementation of Individualized Education Plans (IEP).
- Works with district staff to carry out "child find" and preschool/kindergarten screening activities.
- Checks on absent students as requested. Helps administrators resolve attendance problems.
- Consults with staff to facilitate the early identification of mental health risks.
- Help parents understand and improve parenting skills.
- Serves as a resource for drug prevention awareness and intervention activities.
- Monitors ongoing student/family participation in community intervention/assistance programs.
- Helps students better understand themselves and others. Conducts individual and group counseling sessions as needed (e.g., personal conduct, conflict mediation, divorce, grief, etc.).
- Helps students take full advantage of the learning environment (e.g., use of instructional/media resources, access/proximity to activities, etc.).

- Communicates expectations, provides guidance, and shows an active interest in student progress.
- Facilitates self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
- Upholds the student conduct code. Maintains high expectations for behavior and performance.
- Helps parents/students understand academic and behavioral objectives.
- Collaborates with other staff. Shares knowledge and resources that enhance student learning.
- Maintains accurate records and submits reports on time.
- Consults with parents as needed (e.g., phone calls, notes, meetings, etc.).
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes the proper use, care, and security of school property.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Provides appropriate student supervision. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Supervises non-classroom activities when assigned.
- Participates in staff meetings, conferences, and other required school activities.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Provides prompt notification of absences.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Values diversity. Skillfully manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

To promote safety, employees are expected to exercise caution and comply with safety regulations and district policies/procedures when involved in the following situations/conditions.

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.