



### PSYCHOLOGIST

**Department:** Health

**Pay Grade:** 111

**FLSA Status:** Exempt

#### GENERAL PURPOSE

Performs intermediate professional work in making diagnostic evaluations of individual pupils in order to determine disabilities. Work includes making assessments and interpretations of students' intellectual, social, and emotional development. Serves as a consultant to school personnel and parents in interpreting problems. Does related work as required.

#### ESSENTIAL JOB FUNCTIONS

- Performs diagnostic evaluation of students.
- Assesses and interprets intellectual, social and emotional development.
- Conducts consultations.
- Prepares and maintains files and records.
- Schedules evaluations, secures records from community agencies, and observes the student body.
- Completes individual psychological evaluations, up to and including: intelligence, achievement, perceptual and projective personality measures.
- Obtains ancillary evaluations, up to and including: hearing, visual, speech, educational and medical measures.
- Completes written reports that are sent to schools and other agencies.
- Interprets results of the psychological evaluations.
- Conducts parent and school conferences.
- Makes recommendations for the child's school program and home environment.
- Provides psychological counseling and related services to students when required.
- Provides and coordinates crisis counseling and intervention services.
- Attends IEP Manifestation, Child Study Committee, IEP Review, Triennial Re-evaluation, Behavior Intervention Plan, Special Education Eligibility and Section 504 meetings.
- Serves as chair at designated meetings
- Serves as liaison with community agencies
- Assists in developing special education policies and procedures.
- Performs related tasks as required.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's degree in psychology or related field required.
- One (1) year of experience in a related field required.
- Postgraduate license with a school psychology endorsement required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of standard psychological practices.
- Knowledge of the needs of both regular and special education students.
- Skill in documenting and tracking records.
- Skill in communicating to people of diverse backgrounds, responsibilities, and levels.
- Skill in oral and written communication
- Skill in the use of computers.
- Skill in psychological evaluation and assessment.
- Ability to learn skills quickly.
- Ability to maintain positivity and professionalism.
- Ability to work in a team.
- Ability to coordinate with various departments, parents, and agencies.
- Ability to undergo continual professional development, inside and outside of the school system.
- Ability to research and learn new material.
- Ability to assess emergency situations.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and light levels in the work environment are usually quiet.

### **PHYSICAL DEMANDS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Requires standing, sitting, repetitious hand and body movements, simple grasping, pushing, pulling, fine motor and gross motor skills, bending, lifting, squatting, kneeling, climbing, and reaching. Employee may occasionally be required to lift up to 20 pounds.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date