

**TITLE: SCHOOL PSYCHOLOGIST****QUALIFICATIONS:**

- Valid Idaho Pupil Personnel Services Certificate with School Psychologist endorsement.
- National certification by the National School Psychology Certification Board preferred.
- Valid Idaho driver's license.
- Must have own transportation.
- Ability to work with students, staff, parents, and the public.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Special Services Coordinator

**JOB GOALS:** To promote educationally and psychologically healthy environments in order to maximize student achievement for all students by maintaining professional and effective communication with all school staff. To participate effectively with school teams in order to guide the identification of students who may be eligible for special education services.

**PERFORMANCE RESPONSIBILITIES:**

- Guides the Evaluation Team in an effective manner to meet special education laws and regulations.
- Provides school psychologist services to multiple schools as assigned within the district.
- Maintains professional records in accordance with federal and state regulations.
- Maintains technological proficiency. Uses the computer and other technologies with ease.
- Maintains contacts within the professional community that are of benefit to the welfare of children.
- Communicates effectively with students, parents and staff, simplifying complex issues while retaining the accuracy of the information.
- Consults with teachers and administrators concerning meeting the needs of students within the scope of school, district, state and federal regulations.
- Is competent to administer a number of assessment instruments in a variety of areas to answer questions concerning the students' academic, emotional and behavioral performance.
- Completes the eligibility reports with input from appropriate evaluation team members.
- Supervises interns or paraprofessional staff as assigned.
- Performs professional responsibilities in accordance with best practices of the National Association of School Psychologists.
- Maintains and submits data for Medicaid billing.
- Continues professional development through a combination of association with professional organizations, reading and research.
- Work independently and with a team to maintain a clean, appropriate, and friendly work environment.
- Interact with students, parents, staff, faculty, and administration effectively and professionally.
- Follow oral and written instructions and observe District, State, and federal policies and procedures.
- Follow all Board-approved policies, safety rules, and regulations.
- Attend in-services and training sessions.
- Respect and practice confidentiality both in and out of school with regard to records, activities, and communications relating to all students, parents/guardians, and staff.
- Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract.

**PHYSICAL DEMANDS:** The employee will be required to perform the duties necessary in a normal office environment. Employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 25 lbs. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job

tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** Annual Contract. Salary according to current Certified Teacher Salary Schedule as approved by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of certified personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Feb 10, 2015