

School Psychologist

Dept/Div: Special Education/N/A

FLSA Status: Exempt

General Definition of Work

Performs intermediate professional work evaluating and diagnosing students, conducting consultations, assessing and interpreting intellectual, social and/or emotional development, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Participates in planning and conducting special education evaluations to determine if students are eligible for special education services.

Ensures that students receiving services are eligible under state guidelines.

Provides consultation to other team members; directs student evaluations; interprets findings; writes reports.

Attends meetings as a representative of the District.

Consults with general and special education personnel regarding programming for students with disabilities; ensures compliance with state and federal guidelines.

Participates in pre-referral activities, gathering and interpreting data, developing pre-referral interventions and assisting with intervention implementation.

Provides training and assistance with initiatives.

Attends workshops; develops and provides staff development; keeps abreast of current literature and studies.

Creates and maintains applicable records, files and reports pertaining to training, services provided and assessments.

Knowledge, Skills and Abilities

Thorough knowledge of the practices, methods and techniques used in the special education process for diagnostic and evaluative procedures; thorough knowledge of federal and state mandate and local procedures and regulations relating to special education program; comprehensive skill communicating; general skill using computer equipment and related hardware and software; general skill using standard tools of the trade; general skill creating and maintaining effective notes, records and reports; general skill using standard assessment software and tools; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to understand and work with diverse populations; ability to mediate conflict; ability to maintain effective working relationships with associates, parents, children with disabilities, administrators, community agencies and the general public.

Education and Experience

Master's degree in educational psychology, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

School Psychologist

Minnesota State licensed Psychologist.
Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011