

**School District of the City of Jeannette
Job Description**

School Psychologist

JOB ANALYSIS

To assess the abilities, aptitudes, interests, achievements, personality, and adjustment of students with learning and/or emotional problems and to interpret this information to appropriate school personnel to facilitate learning and promote the cognitive, social, and personal development of all students and provide clarity and supervision to staff.

ESSENTIAL FUNCTIONS

1. Attendance

- Shall be in attendance on location for a minimum of 200 days
- Shall be in attendance during school hours except in the case of an emergency or the line of duty. (minimum 8 hours- daily)
- Report absences to the supervisor of special education and superintendent at the earliest possible moment

2. Daily Responsibilities

● **Assessment and Evaluation:**

- Conduct comprehensive psycho-educational assessments/re-evaluations to identify students' cognitive, academic, emotional, and behavioral needs, including some level of management of the Functional Behavior Assessment (FBA) process
- Utilize a variety of assessment tools and techniques to gather data for individualized education programs (IEPs), 504 plans, GIEPS, and other support services
- Interpret assessment results and provide clear, concise, and actionable feedback to educators, parents, and students

● **Intervention:**

- Develop and implement evidence-based interventions to address academic, social, emotional, and behavioral issues
- Participate in Positive Behavior Support Program planning and implementation/review sessions
- Provide individual and group counseling to students to support mental health and well-being, as needed/directed
- Provide support to students during times of crisis, duties as assigned
- Design and monitor progress of intervention plans and adjust strategies as needed

- **Consultation and Collaboration:**
 - Consult with teachers, parents, and administrators to develop strategies for improving student outcomes
 - Coordinate group testing and help teachers improve their skills in identifying pupils who need to be referred for further evaluation.
 - Observe students and provide recommendations to teachers on how to address needs related to the disability
 - Collaborate with other school-based professionals (e.g., school counselors, social worker/liaison, school-based mental health, speech-language pathologists, occupational therapists) to provide comprehensive support to students
 - Participate in multidisciplinary team meetings to discuss and plan for student needs
 - Member of transition team meetings for EI to Kindergarten
 - Serve as an LEA for IEP meetings as needed

- **Prevention and Advocacy:**
 - Promote a positive school climate through the implementation of prevention programs addressing bullying, substance abuse, and other risk behaviors; participate in regular team meetings for the Student Assistance Program
 - Advocate for the mental health and educational needs of students within the school and community
 - Serve as a member of the district's threat assessment team

- **Compliance and Reporting:**
 - Maintain accurate and confidential records of all psychological services provided
 - Ensure compliance with federal, state, and local regulations, including special education laws and ethical guidelines
 - Prepare and submit required reports and documentation in a timely manner

3. Participation on the following committees as assigned:

- FRCPP
- Safety Team
- Threat Assessment
- De-escalation and Physical Intervention Team
- MTSS
- PBIS
- Committees as designated by the Superintendent

4. Other Duties

- Serve as a liaison for CYS
- Serve as a representative of the district emergency operations committee.
- Provide training to parents, community, and/or staff as requested
- Attend after-school district events and functions

5. Cognitive Abilities

- Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern relating to education issues and propose or recommend appropriate solutions to the problems.
- Ability to communicate effectively.
- Ability to exercise initiative and make independent decisions to schedule work, meet deadlines, or to effectively handle emergency tasks.

6. Professional Qualifications

Requirements for the position include:

- Work experience in an educational setting is preferred
- Demonstrated knowledge and application of effective educational principles, practices, special education, mental health, and threat assessment, and cognitive assessment, social and personal development.
- Ability to perform the above responsibilities on a high level.

7. Reports to

- Director of Special Education and Pupil Services and Superintendent of Schools

POSITION REQUIREMENTS

1. Physical Demands

- Travel to school district offices, buildings, classrooms, and district grounds.
- Sitting and standing for extended periods of time
- Moderate lifting from 15-30 pounds
- Ability to demonstrate physical management techniques
- Travel to and from workshops, training, and mandatory meetings.
- Manual dexterity

2. Work Environment

- Generally, office setting year round

3. Temperament

- Ability to work as a leader, coordinator, and team member
- Must be courteous and available to effectively manage job responsibilities
- Must be cooperative, congenial, service-oriented, and promote these qualities in other employees
- Ability to work in an environment with frequent interruptions
- Ability to be respectful and empathetic toward others

4. Workplace expectations

- Ability to follow directions and give directions to others
- Ability to create and delegate assignments
- Ability to complete tasks without supervision
- Ability to communicate, comprehend, and perform complex computations
- Ability to compose clear, concise, sentences and paragraphs
- Ability to multitask
- Ability to work independently and make work-related decisions
- Ability to exercise good judgment in prioritizing tasks
- Ability to communicate effectively at all organizational levels
- Ability to use computer technology efficiently, including word processing, presentation software, PowerPoint, and Excel
- Ability to appropriately handle confidential information per district policies
- Ability to use technology for group meetings and presentations

5. Driver's License

- Must have a valid PA driver's license

6. Clearances

- Must have valid Act 34, Act 151, Act 126 and FBI Criminal History Check. Must also complete and submit an Arrest/Conviction Report and Certification Form as required under Pennsylvania Act 24 or 2011.

TERMS OF EMPLOYMENT

- District Act 93 Administrative Agreement provisions for a 200-day employee

EVALUATION

Performance will be evaluated by the Director of Special Education and Pupil Services on the basis of this job description, annual goals established in conjunction with the District Superintendent, and in accordance with the provisions found within the Act 93 Administrative Agreement.

Name (Printed) Date _____

Signature

Superintendent Signature Date _____