

Gahanna-Jefferson School District Position Description

Position Title:	School Psychologist on Special Assignment
Reports To:	Director of Special Education
FLSA Status:	Exempt
Revision Date:	June 23, 2021

SUMMARY: The School Psychologist on Special Assignment conducts multifaceted evaluations for students referred for special education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Participates in meetings/conferences when students are referred to special education, or as requested.
- Conducts extensive, timely and accurate multi-faceted evaluations of referred students.
- Effectively reports and communicates evaluation data and findings to drive general education and/or special education programming.
- Demonstrates a knowledge of and sensitively to factors such as culture, language, socioeconomic status, gender, national origin, religion, disability and health status on student learning and behavior.
- Collects, interprets and/or analyzes progress monitoring and screening data to support curricular and instructional decisions for individual students.
- Serves as a resource and makes recommendations to the IEP team related to learning implications, and provides intervention ideas to assist students in making progress in the curriculum.
- Interprets medical or educational diagnoses to school personnel, other concerned professionals, parents and students.
- Serves as a liaison between the school team and private professionals and/or agencies in order to facilitate a collaborative approach to understanding and meeting the needs of all students.
- Researches and makes recommendations of intervention strategies.
- Links families with community resources and services.
- Effectively and consistently builds rapport with students, parents and other staff, and values positive relationships.
- Uses effective communication and listening skills in order to anticipate and minimize conflicts with others.
- Provides mentoring and coaching to other staff.
- Develops and delivers formal and informal professional development to District staff, parents and community members/agencies.
- Follows and demonstrates a comprehensive knowledge of federal, state, district and school procedures and established professional standards and licensure.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises students and serves as a District representative.

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

EDUCATION and/or EXPERIENCE:

- Master's Degree in school psychology or equivalent.
- Completed 45 graduate hours in school psychology or related area in addition to an internship.
- Have completed no less than a 500 clock hour supervised internship with school-aged persons.
- Meet competency requirements as set forth in R 340.1156 Special Education Rules.
- Completed one year of successful experience as a school psychologist with direction from a fully-approved school psychologist.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid School Psychologist certificate.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret psychological periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference; and apply and interpret concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to plan and implement lessons based on District and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective working relationships with students, peers, parents and community.
- Ability to speak clearly and concisely in written or oral communication.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly will sit, walk and stand. Specific vision abilities required by this job include close vision. The employee may be expected to support students who are engaging in noncompliant or disruptive behavior.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety and well-being of students.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. A copy was given to me for my records.

Signature

Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.