

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

August 2024

SECTION I: GENERAL INFORMATION

Position Title: School Psychologist	Department: Special Services
Immediate Supervisor's Position Title: Director of Special Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-7-1	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Special Services, the Licensed School Psychologist conducts comprehensive psycho-educational evaluations; consults with school personnel and parents regarding planning, implementing and evaluating individual and group interventions; and functions as a member of the building-based Student Support Team in providing services to students.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Conducts comprehensive psycho-educational evaluations of students referred for potential special education services.
Percent of Time:	55%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Administer, score, analyze and interpret intellectual, academic, social/emotional/behavioral and other psychometric assessments. • Conduct systematic observations and functional assessments. • Interview parents, teachers and others to gather relevant data regarding student performance. • Integrates all elements of assessment data into a cohesive whole for the purpose of resolving initial referral question(s) and determining eligibility for special education. • Edits and finalizes the evaluation team written report. • Communicates test results, conclusions and recommendations clearly and concisely through oral and written reporting to school staff, parents, and other service providers, as appropriate. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults with teachers, school administration, parents and others, as appropriate, regarding the planning, implementation and evaluation of individual and group interventions designed to address students' learning and behavioral problems.
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Consults with school staff, administration and parents in resolving students' academic, social, emotional and behavioral concerns.
- Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining behavioral and other interventions.
- Consults and collaborates with mental health, medical, social services and other community providers, as appropriate.
- Provides technical assistance to school staff and parents regarding behavior management, child development and special education procedures, as necessary and appropriate.

Duty/Responsibility No:	3	Statement of duty/responsibility: Functions as a member of the building-level special education team in providing special education services to students with disabilities.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Provides information to parents regarding the referral/assessment process, special education services available within the district, and their rights relative to special education.
- Functions as a member of the building-level Student Support Team for the purpose of reviewing referrals and determining appropriate actions.
- Provides direct and indirect services specified within students' IEPs.
- Maintains an accurate record of student, parent and other contacts.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Attends training sessions, conferences, seminars, department and district meetings.
- Serves on District committees, task forces, work groups, etc., as requested.
- Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Ed.S., or comparable	
High school diploma or GED.		Major field of study or degree emphasis: School Psychology	
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:	
X	2nd year graduate level	<ul style="list-style-type: none"> • Understanding of the psychometric properties of various test 	

Doctorate level	<p>instruments.</p> <ul style="list-style-type: none"> • Working knowledge of the principals, practices and ethical standards of School Psychology. • Working knowledge of special education laws, rules and regulations and of district policies and procedures; and the ability to apply these to help insure District compliance. • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students. • The skill and ability to communicate - both orally and in writing.
------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Required Work Experience in Addition to Formal Education/Training:
None

Required Supervisory Experience: None

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: Licensed as a School Psychologist by the MN Board of Teaching
-----------------------------------	-------------------------------------------------------------------------------------------------------------------------------

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to transport self between and among school sites throughout the District. • Basic computer literacy - word processing, data entry.
------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
	# of Employees
1	
TOTAL	0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		X
Walk		X		
Sit		X	X	
Use hands dexterously (use fingers to handle, feel)		X	X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl	X	X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X	X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Department Head	Date
_____	_____
Signature – Human Resources	Date
Classification History:	