

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2007

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> School Psychologist	<b>Department:</b> Student Services
<b>Immediate Supervisor's Position Title:</b> Director of Student Services	<b>FLSA Status:</b> Exempt
<b>Band/Grade/Subgrade:</b> D-7-1	<b>Bargaining Unit:</b> NEA
<b>Job Summary:</b> Under the direction of the Director of Student 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

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

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> 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.
<b>Percent of Time:</b>	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.

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

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

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Ed.S., or comparable		
	<b>High school diploma or GED.</b>	<b>Major field of study or degree emphasis:</b> School Psychology		
	1 year college			2 years college
	3 years college			x
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> • Understanding of the psychometric properties of various test		
X	2nd year graduate level			

<b>Doctorate level</b>	<p>instruments.</p> <ul style="list-style-type: none"> <li>• Working knowledge of the principals, practices and ethical standards of School Psychology.</li> <li>• 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.</li> <li>• Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.</li> <li>• Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students.</li> <li>• The skill and ability to communicate - both orally and in writing.</li> </ul>
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**Required Work Experience in Addition to Formal Education/Training:**  
None

**Required Supervisory Experience:** None

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Licensed as a School Psychologist by the MN Board of Teaching
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate ideas clearly and concisely, both verbally and in writing.</li> <li>• Ability to transport self between and among school sites throughout the District.</li> <li>• Basic computer literacy - word processing, data entry.</li> </ul>
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**RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS**

	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		0

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b> 0

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

<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>
<b>Physical requirements associated with the position can be best summarized as follows:</b>
<b>Light Work:</b> 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**

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