



SCHOOL PSYCHOLOGIST

Qualifications:

1. State of New Jersey School Psychologist Certificate
2. Master's Degree and additional thirty credits in Psychology
3. Teacher and/or other school experience
4. Such other alternatives to the above qualifications that the Board of Education may find appropriate and acceptable

Reports To: Child Study Team Supervisor

Job Goal: To assist the classroom teacher by working with individual and small groups of students in order to provide them with the physical help and emotional and educational support needed to obtain maximum benefits from the educational program.

Performance Responsibilities:

- A. Serve as a member of the Child Study Team
 1. Aid in determining status of referred cases as required by administrative code
 2. Help to identify students with learning and/or behavior problems
 3. Maintain a battery of appropriate evaluative materials
 4. Complete a comprehensive psychological evaluation which will include:
 - a. observation and interview with student
 - b. interview with the teacher regarding student's academic and behavioral functioning
 - c. interview with parents to assess interactions relevant to the student's adjustment
 - d. standardized test(s) and informal measures including an appraisal of the current cognitive, social, adaptive, and emotional status of the student
 5. Prepare a written report of the psychological assessment in a timely manner
 6. Interpret written report with parents to explain the nature of the findings
 7. Participate in Child Study Team meetings for the purpose of identifying, classifying, and planning outcomes of the student's referral
 8. Serve as a case manager whose responsibilities include:
 - a. coordination of the development and completion of the Individualized Education Program (IEP)
 - b. monitoring program effectiveness through regular collaboration with regular education teachers and/or teachers of the handicapped and contact with the parents
 - c. coordination of revision of the IEP as needed
 - d. coordination of the annual review meeting and completion of the IEP
 9. When appropriate, participate in the re-evaluation of students receiving special education services.
 10. Collaborate with team members in the resolution of problems as they arise in students receiving special education services
 11. Maintain appropriate case records
 12. Evaluate out-of-district instructional programs of students to determine the appropriateness of placements.

- B. Serve as a resource to school personnel
 1. Consult with administration and teacher regarding educational and behavioral factors of students in school, at home, and in the community
 2. Share with teachers and administration all data which make for a better understanding of the student within limits of confidentiality
 3. Assist in establishing a positive relationship between the child, family, and school personnel
 4. Plan for and provide teacher in-service programs
 5. Participate on the Pupil Assistance Committee (PAC) as appropriate
 6. Participate in the development of 504 Plans as appropriate
- C. Serve as a resource to parents
 1. Advise parents as community agencies and institutions which may offer them supports
 2. Schedule appointments for further outside evaluations with medical specialists as determined at the evaluation plan meeting
 3. Plan for and provide parent in-service programs when appropriate
- D. Attend conferences, workshops, and conventions
 1. Attend appropriate professional meetings to keep abreast of new methods and techniques as approved by the Superintendent
 2. Learn about new community and educational programs and resources for students with special needs.
- E. Perform all duties required as a member of the Child Study Team by administrative code, state and federal laws, and Board policy.
- F. All other duties relative to the position as assigned by the administration.

Terms of Employment: 10-Month Position (September 1st through June 30th)

Salary: Based on the Board-approved rate

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: October 17, 1994
Amended: August 13, 2001
Amended: June 14, 2004
Amended: October 16, 2018