Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: School Psychologist

FLSA STATUS: Exempt

EMPLOYMENT STATUS: Full-time, Part-time
Certificated

REPORTS TO: Supervisor of Special Education

POSITION DESCRIPTION: Under general direction, the School Psychologist evaluates the academic, social/emotional, functional and adaptive needs of all students within the educational system. The School Psychologist follows State mandated due process procedures; functions as Special Education case manager to assigned students; and provides counseling and consultation to parents, students and teachers to support student needs as well as plans and implements programs to enable students to attain maximum achievement and adjustment. The School Psychologist assists the educational team in providing and maintaining a safe and nurturing learning environment for all students, and maintains high level of confidentiality of students, parents and staff.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- Master's degree or higher;
- Ohio Department of Education Pupil Services/School Psychologist License;
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy;
- Ability to provide appropriate references;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance; and
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools).

ESSENTIAL FUNCTIONS OF THE POSITION:
The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Lead the educational team and/or participate as an educational team member in the Multi-Tiered Systems of Support processes;
- Conduct comprehensive psycho-educational evaluations of referred children;
- Select assessment methods appropriate to the referral;

- Follow publisher guidelines and principles of standardization in the administration, scoring and interpretation of tests and techniques;
- Interpret results of evaluation and recommendation to administrators, teachers and parents in practical understandable terms;
- Contribute to the written report of the evaluation team and contribute to the development of the Individualized Education Program and/or Behavior Intervention Plan for each suspected disabled child evaluated;
- Work cooperatively with staff members, including assessment team members, teachers, administrators and parents;
- Establish and maintain open communication with educational team members;
- Provide case management for student referrals and monitor timelines for the provision of services;
- Assist in the coordination of local record-keeping processes and files on disabled children;
- Provide consultation services to teachers, parents, and other educational personnel;
- Provide counseling, individually and in groups, to students and/or their parents within the area of training and competency. The counseling shall be accompanied by written procedures which include intake, interview, the structure of counseling, and criteria for selection;
- Provide individual and/or small group interventions to address specific concerns (i.e. social skills);
- Analyze school benchmark data and student progress monitoring data to make intervention decisions;
- Comply with local, state and federal requirements regarding due process procedures;
- Assist school districts in complying with state and federal educational mandates.
- Adhere to ethical and professional guidelines defined by professional organizations, such as NASP, OSPA, and/or APA;
- Other service areas may include:
    - Serving as consultant to schools in the development of educational evaluation and accountability procedures, pupil and personnel policies, in-service activities, curriculum, and staff development;
    - Assisting educational staff in implementing or modifying instructional strategies and follow-up activities;
    - Early Entrance testing for kindergarten;
    - Kindergarten screening;
    - Participation in educational research activities;
    - Supervision of interns; and
    - Supervision of pre-interns.
- Provide information of new developments in the field of school psychology by attending staff meetings and local and state professional meetings as necessary;
- Assist school districts in completing and/or implementing state plans and reports.
- Maintain records as required by law, school policy and administrative regulations;
- Complete required paperwork in a timely fashion;
- Attend in-service programs or workshops related to maintenance of position;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;

- Maintain strict confidentiality regarding all district, personnel and student information as required by federal, state and local policy;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Multi-Tiered Systems of Support; various academic and behavioral interventions, child development, public education, content standards, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; provide consultation; collect and analyze data; plan; schedule; organize; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Consultation, observation, assessment; effective communication; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:

Computer and/or tablet, printer, scoring tools, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:

Occasional: Stooping, kneeling, crouching/squatting, bending, twisting/turning, reaching above shoulders; and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, typing/keyboarding, and math.

Continuous: Reading, writing, problem solving, concentration, attention to task, task completion, memory, hearing, seeing, regulating emotions, organizing/planning and following directions.

WORK ENVIRONMENT AND CONDITIONS:

Occasional: Inclement weather driving conditions; loud noise, travel between job sites, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, and aberrant and dysfunctional behaviors which could be potentially harmful.

Frequent: Exposure to students with challenging behavior.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

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. I further certify that I have reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date