

Tri-County Area School District
Plainfield WI

Job Description

JD MIS 312

Updated: September 2009

Position Title: **School Psychologist**

General Duties:

- Responsible for the development of criteria and procedures that can effectively identify students possessing a multitude of educational handicapping disabilities and assure FAPE and due process.
- Diagnostically identify such students to provide (in conjunction with the classroom teacher and IEP Team) such educational intervention strategies as may be necessary to assure FAPE for each student.
- Assists staff to better understand educational handicapping conditions through planning, developing, and offering inservice or workshops.

Immediate Supervisor: Works under the supervision of the building principals.

Position Function: Provide staff and administration with diagnostic information about students referred for possible and/or potential educational handicapping conditions. Assists in creating a learning environment that will enable the educationally handicapped student to master the basic skills appropriate to age, level and individual capacity.

Qualifications:

- Holds a valid school psychologist's certificate in the State of Wisconsin.
- Possess graduate level credits in the psychology of learning, diagnosis of special needs students, development evaluation and appraisal of special needs programs and clinical or laboratory practicum in special needs education.
- Working knowledge of the complexities and nature of special education needs.
- Possess the ability to work cooperatively with all personnel of the school for the early identification and intervention of special education needs students.
- Such alternatives to the above qualifications the School Board and CESA may find appropriate and acceptable.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Specific Job Responsibilities:

- Maintain individual and daily behavior records and logs in accordance with the law.
- Provide appropriate and required levels of diagnostic and other services through efficient organization of time and work.
- Provide support and assist the special education staff including supervision of Level 1 psychologist as requested.
- Complete and remit required reports to the Department of Public Instruction (DPI), CESA and the District.
- Submit a professional materials budget yearly.
- Maintain an updated and accurate department inventory of materials and equipment.
- Know and follow special education laws keeping daily logs for time analysis in the IEP-team process.
- Provide individual testing results for the IEP-team process.
- Interpret the results of individually administered tests, which include G/T testing and reports, verbally and in writing to parents, teachers and principals.
- Maintain written reports and feedback provided by the parents, teachers and principals.
- Provide educational approaches and recommendations based upon the IEP-team report and other proven successful strategies.
- Supervise and coordinate IEP-team process, including legal requirements and documentation.
- Anticipate program and staffing needs in concert with CESA 5 staff.
- Plan and conduct staff and community inservice as needed to build and maintain cohesive working relationships among staff and IEP-teams.
- Meet with the administration as needed to provide information with numbers, quality of instruction and district policies and needs.
- Act as school district liaison with community, other districts and outside agencies as pertains to special education.
- Consult with teachers and appropriate educational staff.
- Inform parents and share information about school concerns, referral to outside agencies, parent intervention strategies and parent and student rights.
- Manage programming, contracting, etc. for Attention Deficit Disorder (ADD) students.
- Coordinates attention deficit disorder referrals to include distribution of forms, testing, scoring, staffing and interpretation of results to parents and teachers.
- Monitors student progress of all special needs students.
- Participates in local, regional and state inservice, conferences, organizations and course work.
- Is responsible for special education reports necessary for special education funding.
- Diagnostically identify gifted and talented students and help develop an academic program to best meet their needs.
- Performs such other duties as may be necessary for the implementation of the district's special education program.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel. Evaluation is to be done by the building principal.