

SCHOOL PSYCHOLOGIST

Reports to: Director of School Psychological Services

Employment Status: As assigned on board-approved contract

FLSA Status: Exempt

QUALIFICATIONS:

1. Valid Ohio Department of Education school psychologist license
2. Thorough experience or additional training which demonstrates initiative and expertise in a specialized area of school psychological services, mental health, education, child development, parent training, research, mental retardation, autism, preschool, etc.
3. Successful completion of BCI/FBI background checks
4. Must possess a valid Ohio driver's license or have transportation to off-site job related functions

POSITION DESCRIPTION:

School psychologists employed by the Muskingum Valley Educational Service Center are expected to provide leadership in the delivery of comprehensive school psychological services to the learners, parents, and educators of Muskingum Valley in order to facilitate student achievement. Leadership is also expected through involvement in professional organizations, the Department of Education, and other agencies to strengthen the contribution of the profession in the education, adjustment, and well-being of all learners. School psychologists are also expected to provide leadership in an area of specialization.

ESSENTIAL FUNCTIONS: (The below list is not ranked in order of importance.)

1. Ensure safety of students, taking all necessary and reasonable precautions to protect students, equipment, materials and facilities
2. Provide the full range of comprehensive school psychological services as defined in the Operating Standard for Ohio's Schools Serving Children with Disabilities [3301-51-01(s)]
3. Provide direct intervention services in assessment, progress monitoring, diagnosis, mental health, academic interventions, data analysis and behavioral interventions that affect student achievement
4. Provide consultation services to children, parents, families, teachers, administrators, and community agencies that will improve student achievement
5. Participate in various aspects of RTI (Response to Intervention) such as program development, assessment, progress monitoring, intervention monitoring, etc., based on district needs
6. Engage in collaborative and networking activities involving educators, school districts, and agencies
7. Provide information dissemination and training activities through in-service training, presentations, and publications
8. Engage in independent areas of inquiry, program development, projects, and specialization as mutually agreed upon with the director and based on the department mission of providing comprehensive psychological services and the individual professional growth needs of each psychologist. Such activities are outlined in the psychologist's IPDP and Annual Goal Statement
9. Assume responsibility for keeping current in literature, research and the practice of school psychology
10. Maintain required license(s)
11. Perform all other duties as required or requested by the Superintendent
12. Demonstrate regular and predictable attendance
13. Monitor the effectiveness and efficiency of services through feedback surveys, annual system checks, process data, and outcome data, and makes changes as indicated by the data to improve services
14. Contribute to the development and maintenance of the department webpage

15. Develop and accomplish annual goals that are consistent with the department and agency goals
16. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment at the Center.
17. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
18. Help instill in students the belief in and practice of ethical principles and democratic values

OTHER DUTIES AND RESPONSIBILITIES:

1. Collaborate with other members of the department on any of a variety of projects to support individual and collective efforts and to continually serve as peer teachers for each other
2. Share responsibility with other members of the department for completing the activities that arise incidentally throughout the year or as part of continually expanding department services
3. As appropriate, will supervise students, paraprofessionals and school psychology interns

ADDITIONAL WORKING CONDITIONS:

Typical office/school setting and a place for confidential meetings and telephone conversations provided; travel to various sites; regularly required to load/unload supplies, equipment, and materials for assigned responsibilities in various schools and other sites

KNOWLEDGE OF:

1. Ohio Department of Education, Division of Special Education Rules for Special Education and subsequent guidelines.
2. Ohio Department of Education, Division of Early Childhood Education rules and subsequent guidelines
3. Relevant laws regarding family rights, confidentiality, educational rights, etc.
4. Ethical guidelines of the National Association of School Psychologists, Ohio School Psychologist Association, and the American Psychological Association
5. MVESC policy and procedures
6. Best practices in the profession of school psychology
7. MVESC mission and organizational goals

SKILLS IN:

Working independently; planning; collaboration; leadership; communication; problem solving

ABILITY TO:

1. Communicate orally and in writing internally and to constituent school personnel, clients, and the community
2. Plan, organize, and implement activities and projects independently and without immediate supervision
3. Anticipate and respond to changes in the prevailing concepts of best practices in the delivery of school psychological services and contemporary education
4. Ability to interpret board policies and procedures

EQUIPMENT OPERATED:

Typical school technology as well as assistive technology (e.g., communication devices, etc.)

TERMS OF EMPLOYMENT:

Dates of the work period will be stated in the employment contract

PERFORMANCE EVALUATION:

The School Psychologist will be evaluated by the Director of Psychological Services or his or her designee in accordance with the procedures identified by law and including the standards established by the organization. The employee will be given a copy of the evaluation instrument and standards in advance and he or she will be expected to conduct a self-evaluation and establish a minimum of one goal annually to advance knowledge, skill and/or ability in a job related area.

The Muskingum Valley ESC Governing Board is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, or disability. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. The incumbent will be required to follow the instructions and perform the duties required by the Service Center. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

Superintendent or designee

Date

Employee

Date

Governing Board adoption date: 4-18-13