



**Job Title:** Licensed Specialist in School Psychology

**Exemption Status/Test:** Exempt

**Reports to:** Coordinator of Special Education

**Date Revised:** December 1, 2015

**Dept. /School:** Special Education

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**Primary Purpose:**

Perform professional psychological work in assessment, behavior management and counseling for students with emotional disabilities, autism, traumatic brain injury and other behavioral disorders. Assess the psychological and psycho-educational needs of students referred to special education.

**Qualifications:**

**Education/Certification:**

Master's degree in psychology from accredited college or university  
Valid Texas license as a Licensed Specialist in School Psychology granted by the Texas State Board of Examiners of Psychologists

**Special Knowledge/Skills:**

Knowledge of procedures for assessing achievement, intellectual, emotional and behavioral functioning for educational purposes  
Knowledge or prevention and intervention strategies, including behavior management interventions  
Knowledge of psychosocial development  
Strong consultative skills for conferring with teachers, parents and students  
Excellent organizational, communication and interpersonal skills

**Experience:**

Two years of experience providing psychology services in an educational setting (preferred)

**Major Responsibilities and Duties:**

**Assessment**

1. Select and administer assessments and observations to evaluate the intellectual, emotional and behavioral functioning of referred students and to determine student eligibility for special education services according to federal and state regulations
2. Score and interpret test data
3. Develop psychological evaluation reports and behavior management plans
4. Participate in the ARD committee to assist with appropriate placement and development of the IEP for students according to district procedures
5. Adhere strictly to federal and state evaluation timelines for both initial evaluations and reevaluations
6. Assist in the selection of assessment materials and equipment
7. Compile and maintain all physical and computerized reports, records and other documents required, including case record, test results, statistical data and test inventories
8. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of psychological services and assessment

### **Communication/Collaboration**

9. Consult with district personnel on appropriate instructional strategies, techniques and materials for students with emotional disturbance, autism spectrum disorders and traumatic brain injury
10. Participate in monthly team meetings and other in-service related activities to explore ideas, view new material/equipment and share and exchange information
11. Work collaboratively with general education and special education teachers to meet the needs and capabilities of each student assigned

### **Problem Solving and Decision Making Skills**

12. Exhibit initiative in finding and meeting needs and developing new ideas
13. Exhibit good judgment in interactions with all students
14. Identify problems and suggest solutions in a positive manner

### **Consultation**

15. Conduct group and individual counseling sessions for student with diagnosed emotional/behavioral disorders
16. Serve as consultant on mental health topics
17. Provide staff development training in assigned school to assist school personnel with identification and understanding of students with emotional, social and behavioral disturbances
18. Meet with parents to discuss pertinent background information and test results
19. Consult with teachers and relevant staff concerning the educational needs of students and interpretation of assessment data
20. Consult with psychologists, diagnosticians, medical doctors and community agencies concerning intellectual, emotional and behavioral functioning of students as needed
21. Serve as a consultant in Manifestation Determination ARDs for students who are identified with an emotional disturbance, autism, traumatic brain injury or other health impairment due to ADD/ADHD

### **Program Expertise**

22. Remain abreast of trends and developments in evaluation of student suspected of having an emotional disturbance, autism spectrum disorder and traumatic brain injuries
23. Develop an itinerant schedule for providing assessment services
24. Assume responsibilities for and maintain confidentiality relative to student record/data

### **Other Duties**

25. Participate in team activities
26. Observe all district policies and procedures
27. Perform other duties and functions as required by the Director and/or Coordinator

## **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Working Conditions:** Travel within the district; flexibility to respond to student needs; skills to cope with a variety of work environments; adaptability to change; capacity for positive response to situational factors/problems; initiative in developing solutions to needs/problems; managing multiple projects and task simultaneously; responding to high student demand and short timelines; sharing office space; exhibiting exemplary interpersonal communication; maintaining positive public relations

**Lifting:** Occasional light lifting and carrying (under 50 pounds)

**Environment:** Frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.