

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PSYCHOLOGIST** **File 306**

Reports to: Director of Special Education

Job Objectives: Provides psycho-educational assessments, program planning, and consultation services that promote mental health and facilitate students learning. Encourages parental involvement in decision-making activities.

Note: Duties require traveling to various buildings throughout the district as scheduled.

Minimum Qualifications:

- Valid Ohio school psychologist license or certificate.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Demonstrates the ability to access community resources appropriate to the needs of students.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with district administrators to evaluate the ability of the district's school psychology services to meet the needs of students.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Monitors education laws, rules, and regulations. Develops procedural protocols necessary to comply with legislative mandates.
- Advocates for children. Helps ensure that policies and procedures support non-biased assessment and program planning activities.
- Obtains informed written consent of parents/guardians before assessment and/or providing services.
- Participates in a differentiated referral system that allows staff and parents to request a multi-factored evaluation and/or consultation for non-disabled students.
- Observes students in the classroom settings and records observations.
- Helps formulate and guide the implementation of Individualized Education Plans (IEP) for students meeting eligibility requirements. Works with staff to ensure that services are provided in the least restrictive educational environment.
- Participates in due process procedures as requested.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Schedules home visits when necessary to support program goals.
- Provides programs to help parents understand and improve parenting skills.
- Helps coordinate services for students participating in community programs (e.g., preschools, residential facilities, etc.).

- Works with district staff to carry out “child find” and preschool/kindergarten screening activities.
- Collaborates with teachers. Shares knowledge and resources that enhance the educational process.
- Instructs teachers in the early identification of mental health risks.
- Helps staff address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, vocational transition plans, etc.).
- Conducts group sessions as needed to address student concerns (e.g., conflict mediation, divorce, grief, personal behavior, etc.).
- Serves as a resource for drug prevention awareness and intervention activities.
- Works with community services associated with students’ programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Administers diagnostic tests and interprets results. Monitors the efficacy of recommendations.
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Supervisory
Responsibility:**

Under the direction of the director of special education: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.