

## SCHOOL DISTRICT OF IOLA-SCANDINAVIA

531.4

### SCHOOL PSYCHOLOGIST (Job Description)

Qualifications: (1) Must have earned a master's degree in education and school psychology; (2) Must maintain certification as required by state law; (3) Must have the ability to effectively communicate with a wide range of people – students, parents/guardians, staff and consultants; and, (4) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator.

Duties and Responsibilities: The School Psychologist shall provide diagnostic assessment, assist in program planning and provide psychological treatment, counseling, developmental and corrective services, research and consultation services with regard to children experiencing extraordinary problems, including children with disabilities who require special services as well as non-disabled children whose needs can best be met through special provisions within regular educational programs, parent/guardian consultation and/or the use of community-based resources. He/she shall:

1. Coordinate programs with the Special Education Director.
2. Conduct extensive psychological examinations of referred children, assessing difficulties through appropriate diagnostic practices.
3. Administer tests as needed.
4. Interpret test results and psychological services to school personnel, parents/guardians and students.
5. Prepare and submit required reports on children referred as necessary.
6. Help school personnel identify all types of exceptional children.
7. Conduct or facilitate individual or group therapy for children whose diagnosed problems would benefit from modification of behavior.
8. Be involved in developing and implementing procedures for early identification and prevention of handicapping conditions as well as other problems which are not included in the handicapping conditions cited in state law.
9. Participate as a member of individualized education program (IEP) teams.
10. Provide consultation to teachers, administrators and parents/guardians to minimize problems encountered while providing general educational experiences.
11. Review records and/or test transfer students for possible disabilities.
12. Participate in pre-school/kindergarten screening.
13. Cooperate with personnel of community health and social welfare agencies.
14. Attend staff, professional and interagency meetings.
15. Assist with inservice training of school personnel.
16. Keep abreast of new developments in the field.
17. Maintain confidential records for the District.

18. Be involved in the development of behavioral intervention Plans, Functional Behavioral Assessments, and Manifestation Determinations.
19. Oversee the scheduling of IEP meetings, eligibility determination meetings, and Non-EEN meetings as needed.
20. Participate in crisis management as a member of the Crisis Response Team.
21. Participate in the development and review/revision of the Crisis Response Plan.
22. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an evaluation in accordance with Board policy. A major portion of the evaluation shall center on the ability to effectively work with personnel. The Special Education Director and principals shall provide input.

Terms of Employment: This shall be a part-time position with an independent contract issued exclusive of master contracts the district may have with other employees. It shall be negotiated on an annual basis with the Board of Education determining salary, fringe benefits and the percent of time FTE at the same time (presently 50 percent).

LEGAL REF:           Section 121.02(1)(q) Wisconsin Statutes  
                          PI 3, Wisconsin Administrative Code  
                          PI 8.01(2)(q)

CROSS REF:           538, Professional Staff Evaluation

APPROVED:           May 14, 2001

REVISED:            02/14/2005