

Licensed Specialist in School Psychology (LSSP)

Job Description



Job Title:	Licensed Specialist in School Psychology (LSSP)	FLSA:	Exempt
Reports to:	Program Manager of SPED Assessments	Pay Grade:	DI200
Dept./School:	Special Education Annex	Calendar Days:	200
Contract:	Probationary/Term	Revised:	10/06/23

Primary Purpose

Perform professional psychological work in assessment, behavior management, and counseling for students with emotional disabilities, learning disabilities, and behavioral problems. Assess the psychological and psycho-educational needs of students referred for special education services.

Qualifications

Education/Certification:

- Valid license as a Licensed Specialist in School Psychology (LSSP) by the Texas State Board of Examiners of Psychologists (TSBEP)

Special Knowledge/Skills:

- Knowledge of procedures for assessing achievement and intellectual, emotional, and behavioral functioning for educational purposes
- Knowledge of prevention and intervention strategies, including behavior management interventions
- Knowledge of psycho-social development
- Excellent organizational, communication, and interpersonal skills

Major Responsibilities and Duties

Assessment

1. Select and administer assessments and observations to evaluate the intellectual, emotional, and behavioral functioning of referred students. Determine student eligibility for special education services according to federal and state regulations
2. Develop psychological evaluation reports and behavior management plans
3. Conduct or participate in the Admission, Review, and Dismissal (ARD) Committee to assist with appropriate placement, development, and expectations of Individual Education Plans (IEP) for students according to district procedures
4. Determine the presence or absence of emotional, behavioral and autistic disorders and provide written report of findings for review by the ARD Committee

Consultation

5. Consult and support teachers and relative staff concerning the educational needs of students, interpretation of assessment data, and implementation of behavioral intervention plans in managing disruptive students
6. Consult with psychologists, psychiatrists, medical doctors, and community agencies concerning intellectual, emotional, and behavioral functioning of students as needed

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7. Communicate federal, state and district guidelines regarding discipline of students with disabilities to parents, students, administrators and school staff
8. Communicate to administrators and school staff the requirements related to restraint and time-out according to the Texas Behavioral Support Initiative (TBSI) and promote serving students in their least restrictive environment.
9. Meet with parents to discuss pertinent background information and test results. Conduct group, individual, and family counseling sessions and facilitative therapy for students with diagnosed problems

Program Management

10. Develop and coordinate a continuing evaluation of psychological services and assessment procedures, including theoretical and statistical concepts of standardized tests, informal test procedures, observation techniques and competency levels, and make recommendations and changes based on findings
11. Participate in the selection of assessment materials and equipment and disseminate the resources to teaching staff
12. Present staff development training to enable school personnel to identify and work more effectively with students with emotional, social, and behavioral disturbances.
13. Develop and present staff development on the formation and systematic follow-up of Individual Educational Plans (IEP)
14. Serve as a resource to administrators in assignment of students with disabilities
15. Provide guidelines and orientation to new special education staff
16. Compile, maintain, file, and secure all reports, records, and other documents required, including case records, test results, statistical data, and test inventories
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy. Comply with all district and local campus routines and regulations
18. May provide clinical supervision to intern or trainee. *(Must have a minimum of three years of experience providing psychological services in the public school to supervise an intern or trainee.)*

Professional Growth and Development

19. Participate in appropriate conferences and staff development activities to improve job- related skills
20. Actively pursue a long-range program of professional growth: continually seeking self- improvement

Other

21. Perform other duties as assigned by the Special Education Program Manager of Assessment and Executive Director of Special Education

Evaluation

The evaluation for the Licensed Specialist in School Psychology (LLSP) is a responsibility resting with the Program Manager of SPED Assessment. An evaluation shall be completed in writing at least once during the course of each school year.

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Work Environment

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

Physical Demands/Environmental Factors: May work prolonged or irregular hours; work inside, may work outside

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Prolonged sitting, frequent standing, kneeling/squatting, bending/stooping, pushing/ /pulling, and twisting

Motion: Frequent walking

Lifting: Regular light lifting and carrying (less than 15 pounds); occasional physical restraint of students to control behavior

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