



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: School Psychologist
DEPARTMENT/GROUP: Pupil Services/Act 93
REPORTS TO: Director of Pupil Services

DATE: May 2024
LOCATION: District
FLSA: Exempt

JOB SUMMARY: The School Psychologist assesses the learning, social, and emotional needs of referred students who are experiencing difficulty in school, and to assist in the development of interventions to facilitate academic success and positive school functioning.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Evaluates all students, thought-to-be exceptional, in order to determine their eligibility and degree of need for special education/gifted.
2. Issues all state and federal paperwork to parents regarding the evaluation/reevaluation process.
3. Re-evaluates and/or participates in re-evaluations of handicapped students who are receiving special education.
4. Assimilates and organizes information essential to the formulation of the Evaluation /Re-evaluation Report and to produce the final, comprehensive report within the mandated timelines.
5. Completes all needed evaluations and evaluation reports on students who have been receiving special education support at out-of-state programs.
6. Completes evaluations and reports for students residing in the Downingtown Area School District who attend non-public schools.
7. Provides information and results of psychological evaluations to parents, teachers, and administrators.
8. Serves as a member on the RtII Team, Multidisciplinary Team, Individual Education Planning Team, Pre-Referral Team, Student Assistance Team, and the district's task force.
9. Serves as a consultant to parents, teachers, administrators, guidance personnel, special education teachers, support staff, and children who have educational, behavioral, and/or emotional needs regarding specialized programs.
10. Assists in developing educational intervention strategies and programming goals for individual students.
11. Assists in designing individual/group classroom behavior management programs.
12. Assists in developing and providing screening procedures/evaluations for specific populations such as gifted.
13. Consults with community professionals such as physicians, psychologists, psychiatrists, lawyers, health agencies, etc. regarding the needs of individual students.
14. Assists Student Assistance Teams and provides psychological support to students and staff in times of a crisis.
15. Provides psychological counseling for students and/or their families if included in students' IEPs.
16. Performs classroom observations as part of RtII and the evaluation/reevaluation process.
17. Attends staff meetings, conferences, and in-services activities; provides in-service training for staff and parents.
18. Assists school teams on conducting functional behavior assessments (FBA) and creating individual student behavior support plans (BSP).
19. Completes all MA billing paperwork for all eligible students.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Performs other duties as assigned by the Director of Pupil Services

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. One (1) year supervised internship (preferred)
2. Masters degree in school psychology
3. Certified as a School Psychologist in the state of Pennsylvania
4. Demonstrated knowledge in federal and state special education/gifted regulations
5. Knowledge of current Child Abuse Law

6. Possess effective interpersonal skills with the ability to interface diplomatically with peers, teachers, administrators, parents, students, support staff, and outside professional contracts
7. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements
8. Candidate must adhere to all local, state, federal, and school code requirements for employment

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- E. This job requires the ability to observe, inspect, identify and determine accuracy of written documentation and fine details.
- F. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- G. Some/occasional travel required (locally): Must be able to provide own transportation to school related functions/meetings, community agencies and schools throughout our service area.

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.