

CLARK COUNTY EDUCATIONAL SERVICE CENTER
JOB DESCRIPTION

Title:	PSYCHOLOGIST	File 33
Reports to:	Director of Pupil Personnel Services	
Job Objectives:	Chairs MFE Team activities. Coordinates the evaluation and re-evaluation of students with disabilities. Encourages parental involvement in decision-making activities. Keeps the director of instruction informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid Ohio school psychologist license or certificate.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· A record free of criminal violations that would prohibit public school employment.· Complies with drug-free workplace rules and board policies.· Demonstrates the ability to access community resources appropriate to the needs of students.· Proficiency in the use of technology equipment and software that support job responsibilities.· Demonstrates a commitment to keep current with technological advances. <p><i>Note:</i> A valid driver's license and availability of a reliable vehicle is required. Staff must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.</p>	
Responsibilities and Essential Functions:	<p>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.</p> <ul style="list-style-type: none">· Consults with participating school district staff to evaluate the service needs of students.· Provides psycho-educational assessments, program planning, and consultation services that promote mental health and facilitate students learning.· Upholds board policies and follows administrative guidelines and procedures.· Promotes a favorable image of the service center and participating school districts. Supports community partnerships that enhance program 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.· Participates in intervention assistance team (IAT) meetings. Administers diagnostic tests and interprets results. Works with team members to reach a consensus on a plan for students requiring assistance. Monitors the effectiveness of interventions.· 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., phone 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.· Works with district staff to carry out "child find" and preschool/kindergarten screening activities.· Collaborates with teachers. Shares knowledge and resources that enhance student learning.	

- Consults with teachers to facilitate the early identification of mental health risks.
- Supervises the work of authorized school psychology interns.
- Helps staff address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, vocational transition plans, etc.).
- 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 safety. Watches for problem situations. Works with supervisors and other staff to eliminate unacceptable conditions and/or behaviors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in conferences and other required program activities as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves 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.
- Accepts personal responsibility for decisions and conduct.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- 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 pupil personnel services: plans work assignments, provides instructions, and monitors assigned staff. 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 aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Clark County Educational Service Center Governing Board.

The Clark County Educational Service Center 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.

Employee's Signature

Date