



# South-Western City School District

## Job Description

Revised: March 2020

**TITLE:** PSYCHOLOGIST

**QUALIFICATIONS:**

1. A master's degree or higher in psychology
2. Completion of one full year's supervised field experience
3. A valid Ohio certificate as a school psychologist

**REPORTS TO:** Director of Special Education

**JOB GOAL:** To provide psychological services in compliance with State and Federal laws and for the welfare of the children residing in the school district.

**RESPONSIBILITIES:**

- A. As a Child Study specialist:
  1. Carries out the mandates of Public Law 94-142 with regard to the identification, education, and support services of handicapped students or students suspected of being handicapped;
  2. Performs re-evaluations of above according to State Department of Education standards (every 3 years or sooner when team request);
  3. Provides psychological screenings for those students referred for consultation or evaluation;
  4. Assist in planning intervention programs for students where applicable as part of consultation or evaluation;
  5. Follows up on previous year's referrals to determine ongoing needs; and
  6. Administers psychological evaluation for students whose parents request early entrance to kindergarten according to South-Western City Schools Board policy.
- B. As a Teacher Consultant:
  1. Confers with teachers about classroom problems and offers suggestions which may make a regular referral unnecessary instruction, (student or classroom management);
  2. Discusses each referred student after evaluation and develops cooperative plan for future use in either the regular class or in a special class;
  3. Plans and conducts joint teacher-parent-psychologist conferences where applicable;
  4. Interprets psychological report findings and recommendations about specific students or techniques as part of the ETR; and

Psychologist (continued)

5. Acquaints teacher with any special program or technique

which might facilitate children's learning in school.

- C. As Administrative Consultant:
  - 1. Prepares and presents inservice program for either administrators and/or their staffs in the individual buildings;
  - 2. Confers about student referrals, parent contacts and building mental health needs in preparation for inservice programs or teacher/parent conferences; and
  - 3. Offers programs for inservice of staff in behavior modification, classroom management, or building self-esteem, where applicable and implements these with ongoing monitoring.
- D. As a Parent Consultant:
  - 1. Conducts parent conferences for each student referred for psychological evaluation;
  - 2. Offers group parent meetings for discussion purposes or to train in behavioral strategies; and
  - 3. Acts as consultant-counselor for parents concerned about their child's needs as they relate to school.
- E. In the area of Preventive Programs:
  - 1. Presents specific programs for parents regarding understanding their children at different stages of development; and
  - 2. Presents programs for school classes such as "positive mental health", "psychology", and "drug involvement".
- F. As Community Agency Liaison:
  - 1. Confers regarding students whom school has referred for contact; and
  - 2. Plans programs of interest to teachers, students, or parents where school and community agency offer joint or panel services.
- G. As a Professional Staff Member:
  - 1. Attends and participates in regularly scheduled psychological staff meetings;
  - 2. Meets with other administrative staff members developing cooperative recommendations; such as placement in a special class or various programs of special interest to aid in growth and development of staff and students; and
  - 3. Attends professional meetings, continuing education, maintains contact with professional journals, etc., for professional growth.

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