

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: School Psychologist, SY 2024-2025

Reports to: Building Principal/Special Education Director

Employment Status: Full Time

Date: April 19, 2024

Description: Conduct individual or intervention-based evaluations to assist school staff and parents; effectively meet the academic, behavioral and social-emotional needs of children; consult with educational staff to develop individualized learning or behavioral plans for students. Provide screening, diagnostic, and prescriptive services to the K-12 student population. Under the direction of the Special Education Supervisor, the School Psychologist serves as a member of the special education team for multifactored evaluations, IEP conferences, and IEP reviews of students with disabilities. The School Psychologist also provides diagnostic, prescriptive, and consultative services to the broader school population as needed.

NOTE: The School Psychologist, in performance of his/her duties, is directly responsible to the Special Education Supervisor and indirectly responsible to the principal(s) of the schools he/she serves.
The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Must be available to staff and parents for consultation
- Serve as a member of intervention assistance teams at each school as needed
- Serve as a member of multifactored evaluation teams, IEP development teams, and IEP review teams for students with disabilities as assigned
- Maintain confidentiality in record-keeping and student contacts
- Complete psychoeducational evaluation as part of multifactored evaluation and re-evaluation processes within compliance guidelines
- Monitor students in need of re-evaluations and keep all psychoeducational re-evaluations up to date as required by state and federal law and local policy
- Recognize and assist school staff in working with student behavior and emotional problems
- Assist in modifying instructional strategies, developing behavior management interventions, and providing follow-up services
- When designated by the principal, serve as the school's representative in dealing with Human Services and Children's Services referrals, investigations, and follow up
- Assist in tracking student progress, and in preparing student records to transition from one school to another
- Report activities and student contacts to submit for CAFs (Medicaid) reimbursement, and assist with CAFs processing as needed by the district
- Prepare an annual report of activities for the superintendent, and prepare reports required by Ohio Department of Education or other agencies
- Counsel individually and in groups with children and handicapped students and/or their parents
- Provide screening programs for children
- Provide referral to and consultation with outside service agencies
- Conduct individual psycho-educational evaluations of children referred to the Pupil Services Department; interpret findings, when appropriate, to parents, teachers and other school personnel, child and qualified community agencies through conferences and written reports
- Participate in the identification and placement of handicapped children

- Recommend appropriate classroom management strategies for behavior management
- Responsible for implementing new practices or methods in the area of school psychology
- Attend meetings and in-services as required by Superintendent/Board
- Maintain respect at all times for confidential information
- Provide the results of psycho-educational evaluation for consideration in the development of IEP's for each handicapped student
- Provide intensive psycho-educational evaluation of individual children identified as, or thought to be, handicapped
- Assume case manager responsibility for individual students for the assessment phase and evaluation team report writing portions of child study
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Collaborate with colleagues
- Attend educational field trips as appropriate
- Refer students suspected of learning difficulties to the intervention assistance team
- Assist the administration in implementing all procedures and rules governing student life
- Observe ethics of the teaching profession
- Keep abreast of all rules and regulations regarding special education standards

Other Duties and Responsibilities:

- Promote good public relations
- Provide mental health activities for children within the scope of school-based practice
- Maintain Medicaid logs
- Serve as a role model for students
- Respond to routine questions and requests in a timely, appropriate manner
- Establish and maintain cooperative professional relationships
- Assist in the selection of textbooks, equipment, and other educational materials
- Participate in committees, study teams, and cocurricular activities as agreed upon
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Counsel, advise, encourage, and motivate students
- Flexible to change with new state requirements
- Serve on committees and cocurricular activities as agreed upon
- Perform other duties as assigned by the Special Education Director/Superintendent or designee

Qualifications:

- Master's degree in educational psychology or equivalent from a four-year college or university
- Appropriate State of Ohio certifications/license
- BCII/FBI clearance
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Specialized skill in evaluation procedures for student academic/behavioral problems
- Ability to operate various office equipment
- Basic skills in counseling and consultation
- Knowledge of educational psychology

- Computer/word processing skills
- Ability to stay up to date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Computer
- Fax machine
- Printer
- Telephone
- Standardized and criterion referenced tests and survey checklists for individualized assessment
- TV
- VCR or DVD player
- Copy machine
- Calculator
- Overhead projector

Additional Working Conditions:

- Occasional evening work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Frequent repetitive hand motion, e.g. computer keyboard, calculator, writing
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district, evaluation, assessment, IEP and placement, meetings outside of district
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds
- Occasional requirement to operate school district vehicle

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.