

JOB TITLE**School Psychologist****REPORTS TO:** Building Principal**DEPARTMENT:** Special Programs**JOB DESCRIPTOR:** K46**SCHEDULE:** T D**DATE:****NON-EXEMPT****NATURE AND SCOPE OF JOB:**

To act under the general direction of the building principal of the assigned school(s). To perform those evaluative/diagnostic duties of students referred for evaluation of suspected educational problems. To assist with the development of educational plans to meet the specific needs of students who would qualify for special education services as prescribed by local rules and regulations, state rules and regulations, and federal rules and regulations governing service to students with disabilities.

JOB FUNCTIONS:**ESSENTIAL FUNCTIONS:**

1. Evaluates and diagnoses specified deficits of students within the school district that would meet criteria set forth by local, state, and federal regulations for services to students with a disability in any of the listed disability conditions. Evaluations of students will be completed as set forth in local, state, and federal rules and regulations.
2. Interprets data collected from evaluations of referred students (standardized test data, normative test data, aptitude test data) and shares that information in a report format so that parents, staff, and others are able to understand the functioning level of a specific student. From this data, must be able to give conclusions and recommendations for development of an Individualized Education Plan (IEP) for the specific student as needed for programming.
3. Collaborates with all teaching staff in development of a variety of strategies to meet the educational needs of all students within the building they are assigned to.
4. Collaborates with other school personnel in the diagnosis of students suspected as being Seriously Emotionally Disturbed, Autistic, and/or other health impaired.

OTHER FUNCTIONS:

1. Follows all school district policies and procedures.
2. Assists with the pre-intervention activities of students in each building they are assigned to.
3. Assists with and/or develops new programs as necessary to meet the needs of identified and potential students in special education programs in the buildings they are assigned to.
4. Promotes positive public relations with the community and within the school district by using positive verbal and non-verbal communication and interaction skills at all times.
5. Provides leadership with all staff members in maintaining the necessary confidentiality of information as it relates to students and staff that they work with on a daily basis.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:**KNOWLEDGE, SKILLS AND MENTAL ABILITY:**

- Possess a knowledge of Public Law 101-476 (I.D.E.A.), Rules and Regulations Governing Students with Disabilities in Wyoming Public Schools, and local rules and regulations.
- Possess a knowledge of basic computer processes on a personal computer as well as applications in the use of a "main frame" computer.
- Possess a knowledge of "Disabling Conditions" in all categories of possible service to students under the rules and regulations prescribed by federal, state, and local mandate.
- Ability to follow and successfully complete both written and oral directions.
- Possess visual acuity, aided or non-aided, to read and interpret accurately written reports of a technical nature.
- Possess the ability to write reports of evaluation data in a fashion that is readable and understandable by all persons reviewing this written communication.
- Ability to enunciate clearly and communicate positively throughout the work day.
- Ability to calculate accurately specific mathematic applications in the development of "formulas" that are attached to diagnostic evaluation instruments.
- Ability to work with a variety of personality types throughout the work day and work year.
- Possess sound emotional judgement.
- Perform other duties as assigned by the building principal or Director of Special Programs.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Proper certification issued by the Wyoming Department of Education for position of School Psychologist.
- Clinical experience either by working within a public school or completion of required clinical experience hours as prescribed by a training program to be eligible for certification by the Wyoming Department of Education.
- A minimum of a Master's Degree in a related field from an accredited college or university.

EQUIPMENT USED:

Personal Computer
Photo-copy Machine
Video Play-back Equipment
Typewriter
Adding Machine/Calculator
Duplicating Machine

PHYSICAL DEMANDS:

- Possess visual acuity and stamina to work at a computer monitor for at least part of each day.
- Possess strength and stamina to be able to remain in a seated position for up to 90 minutes at a time throughout the work day.
- Possess strength and stamina to be able to remain standing for a period of up to 90 minutes at a time throughout the work day.

ENVIRONMENTAL DEMANDS:

- Air conditioned buildings.
- Occasional exposure to weather extremes.

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