

Browning Public Schools
JOB DESCRIPTION
Effective: May 1, 2000

School Psychologist

Summary of Functions

Provides comprehensive consultation, individual/group counseling, and assessment services designed to enhance student potential to optimally benefit from educational experiences.

Essential Duties and Responsibilities

- 1) Assessment – Assesses difficulties of referred students through appropriate testing and diagnostic practices. Participates in district-wide screening of Kindergarten and school age children. Administers tests and recommends placement for all exceptional and new students. Explains test results to parents.
- 2) Case Management – Provides case management services for students entering the special education system. Attends case conferences on placement of individual students. Recommends corrective procedures. Confers with teachers and parents whenever necessary. Maintains case records on all referred students.
- 3) Counseling – Conducts individual, group or facilitative therapy for students in the pre-referenced stage or with students with disabilities as part of their respective individual education plan. children whose diagnosed problems would benefit from behavior modification.
- 4) Technical Assistance – Consults on special educational needs of children. Provides in-service training to district personnel as needed. Interprets the school psychological services to teachers and parents.
- 5) Research – Keeps abreast of new developments in the field.
- 6) Interagency Contact – Cooperates with personnel of community health and social welfare agencies. Acts as liaison between the school and juvenile court.
- 7) Reports – Prepares and submits required reports for those students referred for assessment, in need of behavioral intervention, and/or receiving direct services as part of the student's I.E.D.

- 8) Confidentiality – This position works with sensitive information and must maintain strict confidentiality in both verbal and written communications including case management documents.
- 9) Other – Performs such other functions as may be necessary to the work of the office.

Organizational Relationships

Supervised by and reports to the Director of Special Education.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- ☐ Master's degree in school psychology or enrolled in an internship as part of an approved endorsement project with the Montana Office of Public Instruction.
- ☐ Montana class 6 teaching certificate (or qualified to obtain) with School Psychologist endorsement (or willing to enroll in internship noted above).
- ☐ Knowledge of psychological assessment and guidance processes.
- ☐ Knowledge of Montana state rules and regulations for programs providing services to children with handicapping conditions.
- ☐ Excellent communication, problem solving and organization skills.
- ☐ Skill in interpreting and analyzing available information to provide solutions to specific problems.
- ☐ Ability to work with others and without close supervision.
- ☐ Excellent work habits.

Desirable Qualifications – Prefer broad based experience providing consultation/assessment services at the primary through secondary school levels. Prefer experience with curriculum-based assessment techniques.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.