**SCHOOL PSYCHOLOGIST**

2020-2021

**general statement of duties**

Delivers a planned and coordinated program of psychological services to the students of Hopewell City Public Schools. The School Psychologist supports Hopewell students, staff, families and general community by administering diagnostic psychological tests and making service recommendations, conducting individual and group counseling, providing consultation services to staff and parents, and promoting improved student learning and behavioral outcomes.

**essential functions (May not include all duties performed)**

* Performs comprehensive individual psycho-educational assessments of students, administering and providing interpretation of the results of psychological test batteries which may include tests of intelligence, personality, perception, and achievement
* Prepares psychological reports outlining findings, their probable causes, and recommended remedial measures such as curricular adjustments, special learning materials, environmental improvements, class placements, behavior modification programs, and referral to outside agencies
* Participates in child study meetings and Individual Education Program (IEP) meetings, presenting required data to local screening, disciplinary, and eligibility committees
* Participates in Manifestation Determination Review meetings, Threat Assessment team meetings, and other team meetings addressing student behavior, discipline, and related matters
* Provides direct student interventions, including targeted counseling, as documented in the student’s IEP or with written parental permission
* Maintains accurate and careful records of all services provided
* Maintains current, valid test instruments, including necessary research, training, purchasing, maintenance, and purging of outdated instruments and materials, in accordance with best practices
* Collaborates with teachers, administrators, community groups, agency staff, or advisory groups as required to support student achievement and school division success
* Provides and/or coordinates specialized training/workshops to staff that support students’ academic and behavioral growth, in conjunction with the schools’/division’s goals
* Assesses and evaluates instructional and behavioral program effectiveness
* Maintains and reports program data to relevant stakeholders
* Performs other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Relevant knowledge of psychological theory and current evidenced-based practices with the ability to apply skills and knowledge to meet the needs and requirements of the public school system. Mastery of psycho-educational assessment and testing tools, methods and procedures. Ability to analyze results and make professionally sound recommendations based on those results. Ability to conduct and interpret psychological assessments, present findings to school staff, parents, and other professionals in the field. Ability to establish and maintain effective working relationships with parents, school personnel, program stakeholders, and the community. Ability to plan, organize, implement, assess and modify activities/goals of assignments, and lead and participate in all relevant activities. Ability to communicate clearly and concisely in oral and written formats.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree in School Psychology with experience in the full range of skills required to deliver the services of school psychology. Commonwealth of Virginia Pupil Personnel License, with endorsement in School Psychology.

**PHYSICAL REQUIREMENTS**

Work may require walking, standing, sitting, lifting, moving and carrying light equipment, test instruments and supplies, etc. Operation of office and communication equipment.

**DISTINGUISING CHARACTERISTICS**

This is a central-office professional classification position, with many duties performed at school sites.

Some assignments may involve exposure to risks associated with dealing with parents and students in heightened emotional states.

Most assignments include activities in schools, centers, and the community, which require employee to have or arrange for own transportation.

Some assignments are subject to deadlines inherent in tailoring and delivering programs to meet the needs of diverse groups.

Some assignments may involve night and weekend activities.

**SUPERVISION:** Employee reports to the Coordinator of Pupil Personnel

**LOCATION:** Assigned schools

**CODE:** 320

**gRADE:** 17